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State of New Hampshire

DEPARTMENT OF SAFETY
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COMMISSIONER

February 2, 2026

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

REQUESTED ACTION

Pursuant to MOP 1301, VI, D, the Department of Safety (DOS), Division of Fire Safety, requests authorization for Paul Leishner, Modular Building Inspector, to travel over 300 miles roundtrip in a state vehicle in the amount of \$908.16 to Selinsgrove, Pennsylvania for three (3) days from March 17, 2026 to March 19, 2026, to conduct audits of two (2) New Hampshire licensed modular manufacturers as required by Saf-C 3300, Chapter 205-C, and the Modular Building Code RSA 155-A, upon Governor and Council approval. **100% Agency Income**

Funding is available in account, <u>Modular Building Program</u> , as follows:	<u>FY 2026</u>
02-23-23-2380-50070000	
080-500715-Operation of a State Car (Out of State)	\$250.00
080-500712-Meals (Out of State)	\$165.00
080-500713-Hotel (Out of State)	\$293.16
080-500717-Miscellaneous (Out of State)	<u>\$200.00</u>
	Total: \$908.16

EXPLANATION

This request seeks approval for Paul Leischner, a Modular Building Inspector, for the Division of Fire Safety, to travel outside the 300-mile radius in a state vehicle for the purpose of conducting audits of two (2) New Hampshire licensed modular manufacturers as required by Administrative Rule Saf-C 3300, Chapter 205-C, and the Modular Building Code RSA 155-A. These audits are necessary to evaluate and certify building manufacturers and factories that assemble modular constructions, ensuring safety as well as compliance with state law.

Travel is anticipated to begin on March 17, 2026 to Selinsgrove, Pennsylvania and the facilities to be audited include Champion Modular, located at 10652 South Susquehanna Trail, Liverpool, Pennsylvania and Icon Legacy Custom Modular, located at 246 Sand Hill Rd, Selinsgrove, Pennsylvania. With a return date to New Hampshire on March 19, 2026. Inspector Leischner's state vehicle will include all necessary equipment needed for the inspections.

The round-trip mileage from Concord, New Hampshire to Selinsgrove, Pennsylvania is 642 miles. The total projected cost for travel by air and a rental vehicle for the three-day timeframe in Selinsgrove, Pennsylvania is approximately \$1,653.16. The cost of traveling by state car is \$908.16, resulting in savings of \$745.00 compared with air travel (see Attachment A for cost comparisons). Inspector Leischner will not receive overtime compensation for travel time.

Respectfully submitted,


Robert L. Quinn
Commissioner of Safety

Attachment A

Air Travel Breakdown

TRAVEL BY AIR – Time required

Round Trip (R/T) from IPOC (Headquarters) Concord NH
To Manchester Regional Airport [Concord = .30 Hours One Way = 1 Hour Round Trip] 1.00 Hours
Arrival Time at Manchester Airport Prior to Departure [2 Hours X 1 traveler = 1.5] 2 Hours
Air Travel from Manchester Airport to AVP Avoca, PA [4 Hours x 1 traveler = 4] 4 Hours
Arrival Time at AVP Avoca, PA Airport Prior to Departure [2 Hours X 1 traveler = 1.5] 2 Hours
Air Travel from AVP Avoca, PA Airport to MHT Manchester, NH [7.75 Hours x 1 Traveler = 7.75] 7.75
Hours

16.75 Hours - Round Trip Total

TRAVEL BY AIR – Trip Cost including Air Travel

TRAVEL BY AIR – TRIP COST INCLUDING AIR TRAVEL:	
Airport Parking – Manchester Regional Airport – (\$24 per day x 3 days)	\$72.00
Airfare	\$650.00
1 Rental SUV for 3 days	\$273.00
Meals 3 Days – [GSA Rate]	\$165.00
Hotel-Approximate Plus Tax-Three Nights	\$293.16
Misc	\$200.00
TOTAL COST TO TRAVEL BY AIR	\$1653.16

TRAVEL BY STATE VEHICLE COST BREAKDOWN

TRAVEL BY STATE VEHICLE – TIME REQUIRED:

IPOC Headquarters in Concord, New Hampshire to Selinsgrove, Pennsylvania
[8 hours each way x 1 Traveler]

16 hours – Round Trip Total

TRAVEL BY STATE VEHICLE – TRIP COST:	
Meals [3 Days x 1 Traveler]	\$165.00
Hotel – Approximate Plus Tax – Three Nights [1 Traveler]	\$293.16
Operation of State Car	\$250.00
Misc (Tolls / Unexpected cost)	\$200.00
TOTAL COST TO TRAVEL BY VEHICLE	\$908.16

COST COMPARISON USING MOTOR VEHICLE TRAVEL

Air Travel	\$1653.16
State Vehicle Travel	\$908.16

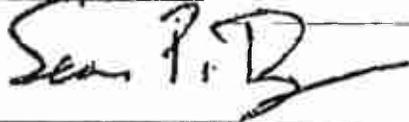
SAVINGS IF DRIVEN: \$ 745.00

Fiscal Information – Summary

OBJT	Description	Amount		Amount
710	Common Carrier	\$ 0	Appropriation of Out of State Travel	\$ 7881
711	Per Diem in Lieu	\$ 0	Amount Expended to Date	\$ 104.5
712	Meals	\$ 165	Available balance	\$ 7776.5
713	Hotel	\$ 293.16	Amount requested this authorization	\$ 908.16
714	Mileage	\$ 0	Estimated Balance Available	\$ 6868.34
715	Operation State Car	\$ 250.00		
717	Misc	\$ 200.00		
719	Registration Fees	\$ 0		

Appropriation Code: 02-23-23-2380-50070000-080-500715

Source of Funds: 100% Agency Income



Division Director: _____

Sean P. Toomey

Commissioner of Safety: _____



Robert L. Quinn