

10 - 7/8/26



The State of New Hampshire
Department of Transportation



David Rodrigue, P.E.
Commissioner

Susan M. Klasen, P.E.
Assistant Commissioner

Michelle L. Winters
Deputy Commissioner

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

Bureau of Highway Maintenance
June 15, 2026

Requested Action

Authorize the Bureau of Highway Maintenance, to hold six organized meetings for the purpose of training and recognizing Department of Transportation employees in Calendar Year 2026. Six meetings will occur during the Fall of 2026 at the six NHDOT Highway Maintenance District locations statewide. Food and other costs are estimated to total approximately \$23,068, effective upon Governor and Council approval. **100% Highway Funds.**

Funding is available based on the following:

04-96-96-960515-3007	FY 2027
Highway Maintenance	
020-500200	
Current Expense	\$23,068

Explanation

The Department of Transportation’s Division of Operations supports and encourages the Highway Maintenance Districts to hold Fall “Safety Day” training meetings to train field staff on key elements of their maintenance functions. Annual safety meetings provide an opportunity to gather the staff to disseminate a wide variety of information, provide field personnel access to state services and a platform to present initiatives that Districts are focusing on. It also provides a forum for the Commissioners and Directors to address the field staff and respond to questions.

While this Fall’s agendas are still being developed by the individual districts, copies of the 2025 agendas, which show the variety of topics and speakers that made up each program, are included in Attachment B. In addition to the safety items, representatives from the State’s benefits providers and Sea are available to answer any questions or concerns that employees may have. Work units are also recognized for safety achievements of zero preventable motor vehicle crashes or workers compensation claims.

Staff are appreciative of these annual events. Travel for field staff who work at patrol sections across the district can be a significant distance. In addition, dispersing 100+ employees locally for lunch when limited options exist significantly reduces the available training time at these events. Therefore, to

maximize the effectiveness of the day's events, the Department will provide a light breakfast and lunch for attendees. Total cost for food and other expenses is estimated to be approximately \$36 per attendee. Attachment C includes the vendor quotes for food. By utilizing catering services for five of the district safety meetings, it enables all attending staff to participate in the training versus some staff being diverted to food preparation and distribution, thereby missing the training. District 5 in Bedford is planning to procure food from existing contracts and do their own cooking.

The Department therefore requests permission to hold six organized "Safety Day" meetings at a total estimated cost of \$23,068 as explained in Attachment A to train the Department's Highway Maintenance staff responsible for all plowing and for all spring, summer and fall maintenance operations. Food and beverages will be procured locally. All purchases will be in accordance with standard purchasing rules.

Your approval of this resolution is respectfully requested.

Respectfully,



David M. Rodrigue, P.E.
Commissioner

Attachments

STATE OF NEW HAMPSHIRE
INTER-DEPARTMENT COMMUNICATION

ATTACHMENT B
2025 Safety Day Agendas

FROM: Silance G. Steady
Safety & Environmental Coordinator

DATE: 10/14/2025
AT (OFFICE):
District One

SUBJECT: 2025 Fall District Day
Tuesday, October 14, 2025

TO: All Employees

District One 2025 District Day is scheduled for Tuesday, October 14, 2024, at the M-107 Patrol Shed in Lancaster. Coffee and donuts will be available at 8:00 AM. Attendance is mandatory for district employees.

8:00-8:30	Coffee & Donuts
8:30- 9:45	Trooper David Lyons NHSP Troop G
9:45-10:45	Commissioner/Director/Maintenance Engineer
10:45-11:00	Break
11:00-12:00	Gardner Warr NH Des
12:00-1:00	Lunch- Provided
1:00-1:20	Jim Roberg
1:20- 2:00	Presentation of Safety Awards, Longevity Certificates Alan G. Hanscom, PE, Highway Maintenance Engineer

Guests Available 9:00 AM- Noon

Empower Retirement-Carlo Follo
Anthem Blue Cross- Ashley Poulin
Delta Dental- Jody Touzin
Aflac- Robert Celeste
SEA-John Thyng
Human Resources-Daphne Manifold

NHDOT DISTRICT 2
District Safety Day Agenda
Thursday, October 9, 2025
Patrol Shed 224, Exit 16 I-89, Enfield
Contact Numbers: 304-8303 or 252-0272

- 8:00 Required Sign-In, Refreshments**
- 8:15 Welcoming Remarks & District Update, Ross Wood – Asst District Engineer**
- 8:30 Front Office Roundtable Discussion, William Cass – Commissioner, Dave Rodrigue – Asst Commissioner, Shelley Winters – Deputy Commissioner, Susan Klasen – Director of Operations, Tim Boodey – Asst Director of Operations, Alexis Martin – Director of Policy & Administration**
- 9:30 Break**
- 9:45 Headquarters Update, Alan Hanscom – State Maintenance Engineer & Ryan Worsman – Asst Maintenance Engineer**
- 10:00 CDL Safety Topics – TFC Rick Dupont – State Police Troop G**
- 11:30 Lunch**
- 12:30 MVA Procedures – Jackie Welvaert – Transportation Control Officer**
- 1:15 Your Health Benefits & Incentives – Joe McCue – Wellness Coordinator**
- 1:35 Daphne Manifold – Human Resources Benefits Technician**
- 1:45 Robert Celeste – Aflac**
- 1:50 John Thyng – SEA/SEIU**
- 1:55 Carlo Follo – Empower Retirement/Deferred Compensation Plan**
- 2:00 Service Awards, Chris Turgeon – District Engineer**
- 2:15 Safety Awards, Safety Committee (201, 207, 220, 224-1, 232, 255)**
- 2:30 Adjourn**

*****Employees are expected to give their full attention while speakers are presenting*****

Travel Directions

From I-93: take exit 23, and travel west on Rt. 104 to the intersection with US Rt. 4. Turn left on US Rt. 4, follow to Rt. 11 intersection. Go west on Rt. 11 to junction with I-89 NB. Take I-89 north to exit 16. Turn right at top of the ramp and continue turning right, into Enfield complex driveway. 224 patrol shed is tan building on the left.

From I-89: take exit 16. Turn right or left at top of ramp towards Eastman Hill Road, turn right into Enfield complex driveway. 224 patrol shed is tan building on the left.

Representatives and/or materials from Aflac, Anthem, Northeast Delta Dental, Department of Safety, Employee Assistance Program (EAP), Empower, and SEIU may be present during the event to share information and answer employee questions.



District Three, Safety Day
September 25th, 2025
Thornton Patrol Shed (325)
22 Laundromat Rd, Thornton NH 03285

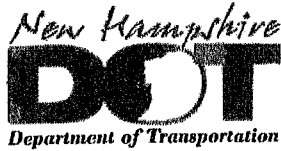
Agenda & Topics

Cornhole Challenge	Rick Hutchinson	7:30 ⇒
Sign in & Coffee/Donuts	Todd Nason	8:00-8:30
Guest Speakers	Front Office	8:30-9:30
Break	District	9:30-9:45
Opening Remarks	Nancy Spaulding	9:45-10:15
<i>Trauma Focused Mental Health</i>	<i>Alex Glaze</i>	10:15-11:00
<i>Torch Safety & Operation</i>	<i>James Harrell-315/312</i>	11:00-11:45
Lunch	Office Crew	11:45 -12:30
<i>MVA Reporting Procedures</i>	<i>Jackie Welvaert - TCO</i>	12:30 - 1:20
SEA/SEIU Update	John Thyng	1:20 - 1:35
Closing Remarks & Safety Awards	Nancy Spaulding	1:35 ⇒

Safety: Everyone's Responsibility

For your information there will be several Demo & Exhibit Tables available including:

- HR - (Daphne Manifold, Sandra LaChance)
- Empower - (Carlo Follo)
- NEDD – (Jody Touzin)
- AFLAC - (Robert Celeste)
- Anthem – (Crystal Berberich)
- SEA/SEIU - (John Thyng)



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner

Michelle L. Winters
Deputy Commissioner

District 5 Safety Day

Thursday, October 16, 2025

PS 511 , 6 East Point Dr. Bedford

- | | |
|---------------|---|
| 7:30 – 8:30 | Sign in / coffee |
| 8:30 - 8:45 | Rich Radwanski- opening statements |
| 8:45 - 9:45 | Front office remarks |
| 9:45 – 10:00 | Break |
| 10:00 – 10:30 | Bill Lambert - wrong way drivers/ all way stops |
| 10:30 - 10:45 | John Thyng : SEIU |
| 10:45 - 11:15 | Joe McCue Health & Wellness |
| 11:15 - 12:00 | Shyloh Favreau : UNH Cooperative Extension - Tick presentation |
| 12:00 - 1:00 | Lunch |
| 1:00 - 1:45 | Alex Glaze: True North Healing Center - Processing Traumatic events |
| 1:45 - 2:15 | Recognition awards, closing statements |

DISTRICT 4 DAY
THURSDAY SEPTEMBER 18TH 2025
404 HILLSBORO

800 am	Welcome	Matt/Frank/Front Office
915 am	Break	
1000 am	Tick Education	Shyloh Favreau
1100 am	Fleet Safety / MVA Reporting	Jackie Welvaert
1200 pm	Lunch	
100 pm	Benefits Reps/ Closing Remarks	Reps / Frank



District 6 Safety Day
October 7th, 2025
Pawtuckaway State Park

Agenda

7:30 – 8:30	Coffee and Registration
8:30 – 8:45	Opening Remarks and Introductions – Roger Appleton
8:45 – 9:30	Guest Speakers
9:30 – 9:45	Break and Vendors
9:45 – 10:30	Jackie Welvaert – MVA Reporting Procedures
10:30 – 11:15	Eversource – Tyler Griswald, Electrical Hazard Awareness
11:15 – 12:00	Chris Wood – NHDES Spill Response
12:00 – 1:00	Lunch and Vendors
1:00 – 1:15	SEA - John Thyng
1:15 – 1:30	Joe McCue
1:30 – 1:40	Aflac - Rob Celeste
1:40 – 2:00	Awards and Closing Remarks

Snow Dog BBQ Catering Estimate

Event Size: 100–110 Guests

Service Style: On-site service from food truck

Menu: Smoked Brisket Sandwiches, Pulled Pork Sandwiches, Pulled Chicken Sandwiches, with choice of Pineapple Coleslaw or Bag of Chips.

Description	Amount
Price Per Guest	\$23.00
100 Guests	\$2,300.00
110 Guests	\$2,530.00

Includes on-site service from the Snow Dog BBQ food truck, serving guests directly, rolls, sauces, and disposable service supplies.

Bright Side Brewing

5 Airpark Rd. (Ste. 5)
West Lebanon, NH 03784

INVOICE



Department of transportation

Event Date: October 8, 2026

Adam Barton

Invoice No: 00041

Invoice Date: 05/06/2026

Due Date: 10/08/2026

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Potato Salad	110	\$ 4.00	\$ 440.00
Pasta Salad	110	\$ 4.00	\$ 440.00
Bisket	35	\$ 32.00	\$ 1,120.00
Pulled Pork	16	\$ 27.00	\$ 432.00
Condiments and toppings	20	\$ 4.00	\$ 80.00
Rolls	2	\$ 82.00	\$ 164.00
baked beans	2	\$ 45.00	\$ 90.00
Slaw	110	\$ 3.50	\$ 385.00
Dessert	110	\$ 6.50	\$ 715.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

SUBTOTAL \$ 3,866.00

DISCOUNT \$ -

SUBTOTAL LESS DISCOUNT \$ 3,866.00

TAX RATE 8.50%

TOTAL TAX \$ 328.61

ROOM CHARGE

Thank you for your business!

Balance Due \$ 4,194.61

Lisa Albright - 303-667-7670 C
(603) 790-8373-work
brightsidebrewing@gmail.com

QUOTE

Date: 3/25/2026

Bill to: STATE OF NEW HAMPSHIRE
SHEILA YIP

Payment Method: **PURCHASE ORDER
THEN CHECK MAILED TO LRBBQ**

Address: 2 SAWMILL ROAD GILFORD, NH, 03249

Event Date: 9/24/2026

Total Due: **\$2,642.90**

LUNCH TO BE SERVED AT 12:00 PM

PRICING BASED ON 120 PEOPLE

	Item Description	Price	Qty	Total
	SMOKED PULLED PORK	\$20 LB	36	\$720.00
	SMOKED PULLED CHICKEN	\$25 LB	36	\$900.00
	PASTA SALAD (9 X 12)	\$45 EACH	4	\$180.00
	SMOKED BAKED BEANS (9 X 12)	\$45 EACH	4	\$180.00
	THE HOUSE SLAW	\$40 EACH	4	\$160.00

NOTES:

SET UP LOCATION:

**ALTON SHED
66 DOT 3 ROAD
ALTON, NH**

**PRICING WILL INCLUDE
PLATES, NAPKINS, PLASTIC
WEAR, FULL BUFFET SET
UP, SLIDER BUNS & THE
HOUSE BBQ SAUCE**


Sub Total: \$2,140.00

Food Tax: \$181.90 (8.5 %)

Service Fee: \$321.00

Grand Total: \$2,642.90

THANK YOU!

 603-581-6073

david@lrbbq.com

Thank you for choosing
Lakes Region BBQ

District 4 - Swanzey

Lemay & Sons Beef

Estimate

116 DANIEL PLUMMER RD
Goffstown NH 03045

Date	Estimate #
4/10/2026	54

Name / Address
Tom Mansfield D.O.T District 4 603-486-8867

			Project
Description	Qty	Rate	Total
BBQ Service, Equip & Rental flat grill pulled pork with buns, sausage subs, chicken kabobs subs, Chinese pork spare ribs, burger and dogs with 4-5 sides for 110 people	110	28.00	3,080.00
Returning customer discount		-100.00	-100.00
		Subtotal	\$2,980.00
		Sales Tax (8.5%)	\$0.00
		Total	\$2,980.00

District 5 - Bedford

Hanscom, Alan

From: Radwanski, Richard
Sent: Tuesday, May 12, 2026 4:04 PM
To: Hanscom, Alan
Subject: D5 Safety Day budget

Follow Up Flag: Follow up
Flag Status: Completed

Alan,
We plan to provide food on our own. We ran under-budget last year so please submit same as last year, to account for some increase in prices.
Thank you,
Rich

\$3,500 base estimate

From: Stortz, Heidi <heidi.a.stortz@dot.nh.gov>
Sent: Monday, May 11, 2026 3:34 PM
To: Appleton, Roger <Roger.L.Appleton@dot.nh.gov>
Subject: FW: October 6, 2026 - DOT Catering

District 6 - Durham

From: Donna Tiede <farmhousecountrycatering@gmail.com>
Sent: Monday, May 11, 2026 3:34 PM
To: Stortz, Heidi <heidi.a.stortz@dot.nh.gov>
Subject: October 6, 2026 - DOT Catering

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Good afternoon Heidi,

I am giving you a quote of \$3,500.00 to provide the requested food for the DOT event on October 6, 2026. The following are the food choices you have requested us to provide for 75 people:

BBQ Chicken
Pulled Pork
Mac & Cheese
Potato Salad
Assorted Jumbo Cookie Trays

Any changes to the menu will change the cost per person. If you have any questions, please let me know.

--

Donna Tiede, Proprietors
Farmhouse Country Catering, LLC
238 South Barnstead Road
Center Barnstead, NH 03225
603-269-2900 (Bus)
603-269-3445 (Fax)
Email: farmhousecountrycatering@gmail.com
Web: www.tiedefarmssmokehouse.com