



Charles M. Arlinghaus
Commissioner

State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Deputy Commissioner

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September 30, 2026

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

REQUESTED ACTION

Pursuant to RSA 99-E: 7, Suggestion and Extraordinary service Award Program, the State Suggestion and Extraordinary Service Award Evaluation Committee respectfully requests approval to award a net sum of one thousand dollars (\$1,000.00) to Alan Soucy from the Department of Information Technology, Business Relationship Management Division effective upon Governor and Council approval.

EXPLANATION

The Suggestion and Extraordinary Service Award Program provides for monetary and non-monetary recognition to classified executive branch employees who perform extraordinary services or who provide original suggestions of substantial value to the State. RSA 99-E integrates each Department into the process of reviewing employee suggestions and service by incorporating the input of Departmental Award Evaluation Committees who are authorized to forward suggestions to the State Committee.

The State committee received a written submission from the Department of Information Technology nominating Alan Soucy, Software Configuration Manager, for monetary

recognition. Alan Soucy played a pivotal role in the State's successful migration from the legacy Harvest system to GitHub. Alan made suggestions, and by doing so, established processes and best practice standards to ensure the State's software assets and critical constituent-facing systems from potential disruption, where such disruptions would lead to significant monetary and customer service liabilities. The SDLC templates he developed have significantly improved consistency, usability and transparency, all of which occurred outside, and extended beyond, his routine job duties and responsibilities.

Under RSA 99-E, a fund of ten thousand dollars (\$10,000.00) has been established in the Governor's Office for the implementation of this program. Maximum award amounts and a suggested table of monetary awards appear in the statute at RSA 99-E:7. In this case, the Committee has decided to recommend an award of a net sum of one thousand dollars (\$1,000.00) to Mr. Alan Soucy for extraordinary service outside of, or beyond the scope of, his regular job responsibilities.

Whether or not to issue any monetary award is a matter that is solely at the discretion of the Governor and Council. The Committee believes that this nomination presents an example of the type of extraordinary service that merits recognition under RSA 99-E. It therefore respectfully requests approval of the award contemplated herein.

Respectfully submitted,



Matthew G. Mavrogeorge
Committee Chair
Director, Division of Personnel



Charles Arlinghaus
Commissioner, Department of Administrative Services

**RSA 99-E SUGGESTION AND EXTRAORDINARY
SERVICE AWARD PROGRAM**

The procedures and standards for Suggestion and Extraordinary Service Awards are set forth in RSA 99-E. Employees potentially eligible for award are classified executive branch employees.

Suggestion/Nomination Form

1. Department to which suggestion or nomination is being made:
DoIT (BRMD)
2. Name of the person or persons making the suggestion or nominated for extraordinary service (*Note*: If this is a nomination of, or suggestion made by, more than one person, please be sure to list ALL persons under consideration for award):
Alan Soucy
3. Is/Are the person(s) who made the suggestion or who performed the service being recommended for a monetary award, for non-monetary recognition or for both?
Both
4. Job title or position of person(s) nominated or making the suggestion:
Software Configuration Manager (15-1210-COMP-INFO-ANALYSTS-5)
5. Name of department, division, section and office, if any, in which the person(s) making the suggestion or performing the service is/are employed:
DoIT (BRMD)
6. Name of the immediate supervisor of the person(s) making the suggestion or performing the service:
Michael Williams
Bruce Smith
Marcellus O'Connor

7. Please provide a detailed description of the suggestion or of the extraordinary service performed. If more space is needed, please attach additional pages.

See attachment because this section is not working to capture the text.

8. Has/Have the employee(s) who made the suggestion or performed the service received any other form of monetary award or non-monetary recognition for the suggestion or service? Yes: ☐ / No: ☒ / Don't Know: ☐

If so, what form of recognition or award was received and when?

9. Is the person being nominated for award, or who made the suggestion, aware of the existence of this nomination? Yes: ☐ / No: ☒ / Don't Know: ☐

10. What is the date on which this suggestion was first made or on which the extraordinary service took place?

N/A

11. If this submission relates to a **suggestion**:

A. Has the suggestion been implemented at this time? Yes ☐ / No ☐

B. If implemented, what were the results of the implementation (including any savings realized, revenue generated and method of calculation). If additional space is needed, you may attach additional pages.

12. Please state the date and time of the filing of this submission or nomination:

A. Date: 4/10/2026

B. Time: 8:27AM EST

13. Please provide any additional information that you believe would be of assistance in the committee's consideration of this suggestion or nomination. You may attach additional pages if needed:

See Attachment.

14. Please provide the following:

- A. Name and work address, telephone and e-mail of any person or person(s) that you recommend be contacted for additional information about this submission:

Michael Williams, DoIT, 603-491-2803/michael.p.williams@doit.nh.gov
Bruce Smith, DoIT, 978-807-5092/bruce.v.smith@doit.nh.gov

- B. If this submission has been made by a person other than the employee who made the suggestion or performed extraordinary service, the name and work address, telephone number and e-mail of the person or persons making this submission:

Marcellu O'Connor, DoIT, 603-230-3427/marcellus.j.oconnor@doit.nh.gov

Please Note

This form is to be submitted to the Departmental Award Evaluation Committee in which the employee who made the suggestion or performed the service is employed.

Submission may be made directly to the State Suggestion and Extraordinary Service Award Evaluation Committee if there exists good cause for not submitting to a Departmental Committee. See RSA 99-E: 4, XI. Please also note that the whether or not to recommend a particular matter for award is solely within the discretion of the Committee. There exists no right or entitlement to the issuance of any award or recognition. See RSA 99-E: 9.

SESA's Departmental Committee Members

I am honored to nominate Alan for recognition based on his exceptional leadership, technical expertise, and long-standing commitment to the State of New Hampshire's software development environment. For more than 29 years, Alan has managed the State's source code repository, supporting over 1,500 applications with unmatched accuracy, professionalism, and care.

Alan played a pivotal role in the State's successful migration from the legacy Harvest system to GitHub. His meticulous oversight ensured that all code versions were properly validated, transferred, and documented. He established rigorous processes and best-practice standards that became foundational to the DevOps team's success. The SDLC templates he developed have significantly improved consistency, usability, and transparency of development workflows across application teams.

Alan's contributions extend far beyond routine responsibilities. His work is essential to safeguarding the State's software assets, and his diligence directly protects critical constituent-facing systems from potential disruption. Any compromise to the State's application source code could result in severe operational impacts, yet Alan's dedication and expertise have consistently prevented such risks in 29 plus years.

Alan exemplifies excellence in public service. His deep technical knowledge, forward-thinking approach, and unwavering commitment to quality make him an invaluable asset to the organization and a highly deserving candidate for formal recognition.