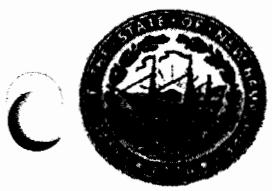


Lele Jim

State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301



VICKI V. QUIRAM
Commissioner
(603)-271-3201

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(603)-271-3204

September 15, 2015

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

INFORMATIONAL ITEM

Pursuant to RSA 21-I: 19 – h, IV, Disposal of State-Owned Vehicles Based on Non-business Use, and as adjusted by Fiscal Item number 11-335 (December 2, 2011) the Department of Administrative Services (DAS) is submitting the report of all vehicles which have non-business use exceeding 20% for Fiscal Year 2015.

RSA 21-I: 19 – h, Disposal of State-Owned Vehicles Based on Non-business Use requires each agency to report any non-business use on their vehicles quarterly and annually. It also requires the Commissioner of Administrative Services to report annually to the Fiscal Committee and Governor and Council regarding any vehicles which exceed 20% non-business use. These vehicles are eligible for redistribution by the Director of Procurement and Support Services unless the agency submits and receives a waiver from the Vehicle Utilization Committee (VUC). The VUC has the authority to grant a waiver for a vehicle exceeding 20% non-business use if it is deemed to be in the best interest of the state.

Non-business use was first recorded at the vehicle level in Fiscal Year 2011. Subsequently, in Fiscal Year 2012, the state made great strides in reducing non-business miles; the state was able to reduce non-business miles by 624,378 miles that year. Agencies have continued these efforts and have reduced the number of vehicles which exceed the 20% threshold from 131 vehicles in 2012 to 47 vehicles, and reduced the mileage of these vehicles by 772,885 miles. Since Fiscal Year 2011 agencies have been able to reduce all non-business mileage by 1,278,099 miles.

This informational item details the following:

1. Executive Summary – Data summary of all vehicles exceeding 20% non-business use, agency waivers requested and the VUC's decision on requested waivers.
2. Exhibit A – Non-business Use Report Fiscal Year 2015 – all vehicles which exceeded 20% non-business use in FY2014.

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court

Her Excellency, Governor Margaret Wood Hassan
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September 15, 2015
Page 2 of 2

3. Exhibit B –Voting Matrix – the VUC's voting results for each waiver requested.

Vehicle information referenced and contained in the attachments is supported by each agency's FY2015 Motor Vehicle Record Reports.

Respectfully submitted,



Vicki V. Quiram
Commissioner

**NBU Report Executive Summary
Agency Impact**

As of: 9/10/2015

| Agency | Total Vehicles in Agency Fleet* | # of Vehicles Exempt (Law Enforcement) | Count of Vehicles Impacted by RSA 21-I: 19-h | # Vehicles Greater than 20% NBU | % of Fleet Above 20% NBU | # of Waivers Approved | # of Vehicles Redistributed |
|---|---------------------------------|--|--|---------------------------------|--------------------------|-----------------------|-----------------------------|
| Adjutant General | 7 | 0 | 7 | 0 | 0% | | |
| Administrative Services | 28 | 0 | 28 | 0 | 0% | | |
| Agriculture | 24 | 0 | 24 | 0 | 0% | | |
| Banking Commission | 1 | 0 | 1 | 0 | 0% | | |
| Corrections (including Correctional Industries) | 54 | 0 | 54 | 1 | 2% | 1 | |
| Cosmetology | 2 | 0 | 2 | 0 | 0% | | |
| Cultural Resources | 7 | 0 | 7 | 0 | 0% | | |
| DRED | 138 | 15 | 123 | 6 | 5% | 6 | |
| Education | 1 | 0 | 1 | 0 | 0% | | |
| Employment Security | 4 | 0 | 4 | 0 | 0% | | |
| Energy and Planning | 2 | 0 | 2 | 0 | 0% | | |
| Environmental Services | 90 | 0 | 90 | 2 | 2% | 2 | |
| Fish & Game | 123 | 49 | 74 | 0 | 0% | | |
| Health and Human Services | 85 | 0 | 85 | 0 | 0% | | |
| Highway Safety | 1 | 0 | 1 | 0 | 0% | | |
| Insurance | 2 | 0 | 2 | 0 | 0% | | |
| Joint Board | 4 | 0 | 4 | 0 | 0% | | |
| Justice | 31 | 31 | 0 | 0 | 0% | | |
| Labor | 29 | 0 | 29 | 0 | 0% | | |
| Liquor Commission | 40 | 21 | 19 | 0 | 0% | | |
| Lottery Commission | 15 | 0 | 15 | 0 | 0% | | |
| Pharmacy | 2 | 0 | 2 | 0 | 0% | | |
| Police Standards and Training Council | 13 | 0 | 13 | 0 | 0% | | |
| Public Utilities Commission | 2 | 0 | 2 | 0 | 0% | | |
| Racing and Charitable Gaming | 4 | 0 | 4 | 0 | 0% | | |
| Recreation | 19 | 0 | 19 | 0 | 0% | | |
| State Police | 172 | 65 | 107 | 3 | 3% | 3 | |
| Secretary of State / Archives & Records | 446 | 415 | 31 | 0 | 0% | | |
| Secretary of State / Archives & Records | 5 | 0 | 5 | 0 | 0% | | |
| Transportation | 420 | 0 | 420 | 35 | 8% | 35 | |
| Veteran's Home | 7 | 0 | 7 | 0 | 0% | | |
| Veteran's Services | 3 | 0 | 3 | 0 | 0% | | |
| Totals: | 1781 | 596 | 1185 | 47 | 4% | 47 | 0 |

Note: 5 of 5 voters have responded; the totals above reflect the final tally of those votes.

*Fleet includes PassAUTOs, LDT1, and LDT2. These are the types of vehicles which reported non-business use exceeding 20%

Exhibit A
Non Business Use Report

FY2015 Non Business Use Report

| Line # | Agency Name | Fleet Unit Subtype | Plate_or_ID | Model Year | Make | Model | % Non-Business Miles of Total Miles Traveled | Waiver Denied |
|--------|---|--------------------|-------------|------------|-----------|--------------|--|---------------|
| 1 | Corrections, Department of | PassAUTO | COR71 | 2007 | Dodge | Charger | 33.00% | |
| 2 | DRED (Resources & Economic Development) | PassAUTO | D80 | 2010 | Chevrolet | Impala LS | 71.44% | |
| 3 | DRED (Resources & Economic Development) | LDT1 | D292 | 2013 | Ford | F150 XL | 41.15% | |
| 4 | DRED (Resources & Economic Development) | PassAUTO | D20 | 2007 | Chevrolet | Malibu LS | 36.47% | |
| 5 | DRED (Resources & Economic Development) | PassAUTO | D477 | 2008 | Ford | Fusion I4 | 34.80% | |
| 6 | DRED (Resources & Economic Development) | LDT1 | D11 | 2014 | Ford | Explorer | 33.92% | |
| 7 | DRED (Resources & Economic Development) | LDT1 | D314 | 2012 | Ford | F150 XL | 28.07% | |
| 8 | Environmental Services, Department of | LDT2 | ES122 | 2007 | Ford | 4x4 Pickup | 26.74% | |
| 9 | Environmental Services, Department of | LDT2 | ES119 | 2012 | Ford | F-350 | 20.92% | |
| 10 | Safety, Department of | LDT1 | 5033 | 2014 | JEEP | PATRIOT | 59.16% | |
| 11 | Safety, Department of | LDT1 | 4924 | 2013 | JEEP | PATRIOT | 43.31% | |
| 12 | Safety, Department of | LDT1 | 4895 | 2012 | JEEP | LIBERTY | 20.49% | |
| 13 | Transportation | LDT2 | H01547 | 2008 | FORD | F250 X-CAB | 67.88% | |
| 14 | Transportation | LDT2 | H01933 | 2011 | FORD | F250 X-CAB | 65.48% | |
| 15 | Transportation | LDT2 | H01592 | 2008 | FORD | F250 X-CAB | 53.87% | |
| 16 | Transportation | LDT2 | H01391 | 2006 | CHEVROLET | 2500HD/ XCAB | 53.73% | |
| 17 | Transportation | LDT2 | H01526 | 2005 | CHEVROLET | 2500HD/ XCAB | 53.03% | |
| 18 | Transportation | LDT2 | H01967 | 2011 | CHEVROLET | 2500HD | 53.01% | |
| 19 | Transportation | PassAUTO | H00113 | 2007 | CHEVROLET | MALIBU | 50.62% | |
| 20 | Transportation | LDT1 | H01978 | 2006 | FORD | F150 | 50.59% | |
| 21 | Transportation | LDT1 | H01979 | 2011 | FORD | F150 | 50.08% | |
| 22 | Transportation | PassAUTO | H00114 | 2006 | CHEVROLET | MALIBU | 49.73% | |
| 23 | Transportation | LDT2 | H01965 | 2011 | FORD | F250 X-CAB | 47.58% | |
| 24 | Transportation | PassAUTO | H00115 | 2006 | CHEVROLET | MALIBU | 39.42% | |
| 25 | Transportation | LDT2 | H01964 | 2011 | FORD | F250 X-CAB | 36.92% | |
| 26 | Transportation | PassAUTO | H00116 | 2010 | FORD | FUSION | 36.58% | |
| 27 | Transportation | LDT2 | H01963 | 2011 | CHEVROLET | 2500HD | 36.36% | |
| 28 | Transportation | LDT2 | H00294 | 2015 | FORD | F250 X-CAB | 33.26% | |
| 29 | Transportation | LDT2 | H00318 | 2015 | FORD | F250 X-CAB | 31.74% | |
| 30 | Transportation | LDT1 | H01925 | 2007 | FORD | F150 | 31.44% | |
| 31 | Transportation | LDT2 | H01556 | 2008 | FORD | F250 X-CAB | 31.43% | |
| 32 | Transportation | LDT2 | H01348 | 2006 | CHEVROLET | 2500HD/ XCAB | 30.50% | |
| 33 | Transportation | PassAUTO | H00180 | 2005 | CHEVROLET | MALIBU | 29.66% | |
| 34 | Transportation | LDT2 | H01395 | 2011 | CHEVROLET | 2500HD | 28.56% | |
| 35 | Transportation | PassAUTO | H00130 | 2006 | CHEVROLET | MALIBU | 27.34% | |
| 36 | Transportation | LDT2 | H01554 | 2008 | FORD | F250 X-CAB | 27.05% | |
| 37 | Transportation | LDT2 | H01367 | 2008 | FORD | F250 X-CAB | 26.11% | |
| 38 | Transportation | LDT2 | H01394 | 2008 | FORD | F250 X-CAB | 24.87% | |
| 39 | Transportation | LDT2 | H00317 | 2008 | FORD | F250 X-CAB | 22.80% | |
| 40 | Transportation | LDT2 | H01370 | 2011 | CHEVROLET | 2500HD | 22.32% | |
| 41 | Transportation | PassAUTO | H00007 | 2003 | CHEVROLET | MALIBU | 21.61% | |
| 42 | Transportation | LDT2 | H01534 | 2014 | FORD | F250 X-CAB | 21.40% | |
| 43 | Transportation | PassAUTO | H00126 | 2005 | CHEVROLET | MALIBU | 20.91% | |
| 44 | Transportation | LDT2 | H01590 | 2008 | FORD | F250 X-CAB | 20.61% | |
| 45 | Transportation | LDT2 | H01359 | 2008 | FORD | F250 X-CAB | 20.49% | |
| 46 | Transportation | LDT2 | H01337 | 2011 | CHEVROLET | 2500HD | 20.43% | |
| 47 | Transportation | PassAUTO | H00152 | 2011 | FORD | FUSION | 20.26% | |

**Exhibit B
VUC NBU Voting Matrix**

Note: 1 is for Approval; 0 is for denial

| # | Agency Name | Plate or ID | V. Quiram | L. Pollard | P. McKenna | K. O'Brien | S. Carlson | Total | Repurposed? |
|----|---|-------------|-----------|------------|------------|------------|------------|-------|-------------|
| 1 | Corrections, Department of | COR71 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 2 | DRED (Resources & Economic Development) | D80 | 1 | 0 | 0 | 1 | 1 | 3 | |
| 3 | DRED (Resources & Economic Development) | D292 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 4 | DRED (Resources & Economic Development) | D20 | 1 | 0 | 1 | 1 | 1 | 4 | |
| 5 | DRED (Resources & Economic Development) | D477 | 1 | 0 | 1 | 1 | 1 | 4 | |
| 6 | DRED (Resources & Economic Development) | D11 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 7 | DRED (Resources & Economic Development) | D314 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 8 | Environmental Services, Department of | ES122 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 9 | Environmental Services, Department of | ES119 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 10 | Safety, Department of | 5033 | 1 | 0 | 1 | 1 | 1 | 4 | |
| 11 | Safety, Department of | 4924 | 1 | 0 | 1 | 1 | 1 | 4 | |
| 12 | Safety, Department of | 4895 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 13 | Transportation | H01547 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 14 | Transportation | H01933 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 15 | Transportation | H01592 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 16 | Transportation | H01391 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 17 | Transportation | H01526 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 18 | Transportation | H01967 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 19 | Transportation | H00113 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 20 | Transportation | H01978 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 21 | Transportation | H01979 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 22 | Transportation | H00114 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 23 | Transportation | H01965 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 24 | Transportation | H00115 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 25 | Transportation | H01964 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 26 | Transportation | H00116 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 27 | Transportation | H01963 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 28 | Transportation | H00294 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 29 | Transportation | H00318 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 30 | Transportation | H01925 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 31 | Transportation | H01556 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 32 | Transportation | H01348 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 33 | Transportation | H00180 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 34 | Transportation | H01395 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 35 | Transportation | H00130 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 36 | Transportation | H01554 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 37 | Transportation | H01367 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 38 | Transportation | H01394 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 39 | Transportation | H00317 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 40 | Transportation | H01370 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 41 | Transportation | H00007 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 42 | Transportation | H01534 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 43 | Transportation | H00126 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 44 | Transportation | H01590 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 45 | Transportation | H01359 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 46 | Transportation | H01337 | 1 | 1 | 1 | 1 | 1 | 5 | |
| 47 | Transportation | H00152 | 1 | 1 | 1 | 1 | 1 | 5 | |

Vote Totals:

47

42

46

47

47