

New Hampshire
 Department of Agriculture,
 Markets & Food

Shawn N. Jasper, Commissioner

May 24, 2018

His Excellency, Governor Christopher T. Sununu
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to Manual of Procedure provision Adm 305.02, Use of State Vehicles, authorize the Department of Agriculture, Markets & Food, to establish permanent State Vehicle use for the following employees:

<u>Employee</u>	<u>Plate #</u>	<u>Year/Make/Model</u>
Shawn N. Jasper	AGR 20	2011 Ford Ranger

EXPLANATION

Shawn N. Jasper, Commissioner of the Department of Agriculture, Markets & Food (NHDAMF) is involved with animal health, pesticides, plant health, food quality and safety, feed and fertilizer marketing practices, commodity weighing and measuring; attend and/or speak at evening and weekend meetings, programs throughout the State of New Hampshire. Thus the individual must frequently travel to the far reaches of the state. This position requires extensive travel throughout the state; Shawn Jasper resides in Hudson and roundtrip distance between his residence and NHDAMF is 66 miles, however, many times his travel is direct to a site and not through the Concord office. The estimated cost of operation for routine travel between employee's residence and official headquarter for Commissioner Jasper's vehicle is \$5,683.26*. The vehicle will be housed at the individual's home in Hudson, New Hampshire which will be much more secure than if parked in an off-site lot in Concord. This is a continuation of the practice previously established for this position.

The position is also required to speak at meetings and meet with officials who often are available or hold their meetings in the evening or weekend hours. Permanent assignment allows the individual to proceed directly from the meetings to their home without having to report to their official headquarters. It would allow the incumbent to proceed immediately in the morning or when operational concerns require their presence during off-hours, which is often more efficient.

With the permanent assignment of a State Vehicle, these employees would have no need to use personal vehicles for travel outside of regular working hours, thus there would be no mileage reimbursement for use of personal vehicles.

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* The cost of operation for routine travel between employee's residence and official headquarters is calculated at \$.545 per mile, for days of round trip IRS reported use. There is no use of the State Vehicles other than for official business.

Respectfully submitted,



Shawn N. Jasper

Commissioner

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