

THE STATE OF NEW HAMPSHIRE

IA [Signature]

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PUBLIC UTILITIES COMMISSION

21 S. Fruit Street, Suite 10
Concord, N.H. 03301-2429

March 7, 2018

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

Your Excellency and Honorable Councilors:

REQUESTED ACTION

Pursuant to MOP 1102 (L) the Public Utilities Commission's Safety Division requests authorization for two staff to travel over 300 miles one way in a state vehicle in the amount of \$1,791 to attend the National Association of Pipeline Safety Representatives Eastern Region meeting in State College Pennsylvania, from May 21 through May 25, 2018. Effective upon Governor and Council approval. Funding source is 100% Other Funds.

Funds are available in the SFY 2018 operating budget as follows:

02-81-81-810015-28300000	Gas Pipeline Safety Division
080-500715	Out of State Travel Reimbursement
Amount \$1,791	

EXPLANATION

This request is for the approval of two staff to travel outside a 300 mile radius in a state vehicle for the purpose of attending the National Association of Pipeline Safety Representatives (NAPSR) Eastern Region meeting in State College, Pennsylvania, from May 21 through May 25, 2018. The round trip from Concord to State College is 974 miles. The total cost by air including the use of a rental car for the five days in State College is \$2,621.50. The total cost for travel by state vehicle for the five days is \$1,791.00. The savings to travel by state vehicle versus travel by air is \$830.50. (See Attachment A for comparisons). The staff will not be paid for overtime during the timeframe of this travel.

NAPSR is the national association representing State pipeline safety personnel in the contiguous United States as well as the District of Columbia and Puerto Rico. NAPSR is a 501(c)(6) not-for-profit organization of state agency pipeline safety directors, managers, inspectors and technical personnel who serve to support, develop, and improve pipeline safety. Through a unique partnership with the U.S. Department of Transportation, NAPSR members have oversight responsibilities for the safe and reliable transportation of natural gas and hazardous liquids through pipelines. NAPSR members have direct safety authority over more than 96% of regulated

intrastate gas systems and 32% of hazardous liquid systems (including carbon dioxide pipelines) in the United States.

Each year, NAPSRS holds meetings in each of its five regions and a national Board of Directors meeting to promote the exchange of Federal and State pipeline safety information, adopt resolutions of national scope, and consider innovative approaches for enhancing pipeline safety. NAPSRS strives to strengthen State pipeline safety programs through the promotion of improved pipeline safety standards, education, training, and technology. Each NAPSRS meeting provide attendees with a venue to share best practices, enhance communications between state and federal counterparts, raise awareness of new issues, and influence policy.

Attendance at the meeting is required under the Safety Division's federal grant from USDOT Pipeline and Hazardous Materials Safety Administration. Randy Knepper, Safety Division Director, and Joe Vercellotti, Gas Pipeline Senior Inspector, are the staff that will be attending the meeting. (See Attachment B for the Request for Authorization for Travel forms.) Mr. Knepper is a member of NAPSRS and is also chairman of two NAPSRS committees.

Your consideration of our request is appreciated.

Respectfully submitted,



Martin P. Honigberg
Chairman

ATTACHMENT A

AIR TRAVEL BREAKDOWN

Time Required:

Round Trip (R/T) to Manchester Airport in Personal Vehicle from Residence in Bow, NH and Andover, NH	2.5 Hours
Arrival Time at Manchester Airport Prior to Departure	1.5 Hours
Air Travel from Manchester Airport to Philadelphia, Pennsylvania Airport	1.5 Hours
Ground Transportation from Philadelphia, Pennsylvania Airport to Hotel	3.5 Hours
Ground Transportation from Hotel to Philadelphia, Pennsylvania Airport	3.5 Hours
Arrival Time at Philadelphia, Pennsylvania Prior to Departure	1.5 Hours
Air Travel from Philadelphia, Pennsylvania Airport to Manchester, NH	<u>1.0 Hours</u>
Round Trip	15.0 Hours

Expenses:

Mileage (R/T) to Manchester Airport in Personal Vehicle from Residence in Bow, NH and Andover, NH	\$47.50
Parking Manchester Airport (Two Vehicles for 5 days)	100.00
Airfare-2 (American Airlines-Round Trip as of 2-1-18)	759.00
Baggage Fee-2 (Round Trip)	100.00
Rental Car 5 Days (5-21-18 to 5-25-18)	325.00
Hotel-2	700.00
Meals-2 (\$59.00 x 5 days) (GSA Rate)	<u>590.00</u>
Round Trip	\$2,621.50

STATE VEHICLE TRAVEL BREAKDOWN

Time Required:

Round Trip Driving Time Concord, NH to Hotel in State College, PA	16.5 Hours
Switch Driver Time	<u>2.0 Hours</u>
Round Trip	18.5 Hours

Expenses:

Operation State Vehicle (R/T) to State College, PA from Concord, NH	\$351.00
Tolls	10.00
Hotel-2	840.00
Meals-2 (\$59.00 x 5 days) (GSA Rate)	<u>590.00</u>
Round Trip	\$1,791.00

Attachment B
Public Utilities Commission
Request for Authorization for Travel
Travel Information Summary

Date: 02/09/18

Request # 2018-28

Employee Name:	Joseph M. Vercellotti
Date of Conference/Seminar:	May 21, 2018 to May 25, 2018
Conference/Seminar Location:	The Atherton Hotel, State College, PA
Dates of Travel:	May 20, 2018 to May 26, 2018
Conference/Seminar Name and Sponsor/Organizer:	National Assoc. of Pipeline Safety Representatives NAPSR Eastern Region Meeting
Conference/Seminar Purpose and Benefit to Commission:	To share best practices, enhance communications between state and federal counterparts, raise awareness of new issues, and influence policy.
Other Attendees:	

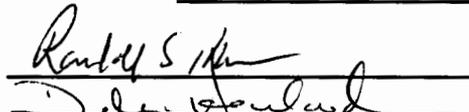
Expense Type	Cost	Name	Date	Additional Instructions/Information
Common Carrier	0.00			N/A Using State Vehicle
Meals	295.00			Per Diem Rates: \$59/Day B:\$13, L: \$15, D: \$26, IE: \$5
Hotel	420.00			6 Nights At Conference Rate
Mileage				
Miscellaneous				
Registration				
Total	715.00			

Source of Funds:

Division: Safety
Accounting Unit: 28300000

Approved by:

Approved by:


Executive Director

Business Office use Only	
Date	02/09/18
Travel Budget	29,500.00
To Date Amount	13,147.88
Pending Request(s) Amount	0.00
Available Balance	16,352.12
Amount Requested	715.00
Estimated Balance Remaining	15,637.12
Division Total (Inc. this Request)	N/A
Staff Total (Inc. this Request)	N/A

Attachment B
Public Utilities Commission
Request for Authorization for Travel
Travel Information Summary

Date: 02/09/18

Request # 2018-29

Employee Name:	Randall S. Knepper
Date of Conference/Seminar:	May 21, 2018 to May 25, 2018
Conference/Seminar Location:	The Atherton Hotel, State College, PA
Dates of Travel:	May 20, 2018 to May 26, 2018
Conference/Seminar Name and Sponsor/Organizer:	National Assoc. of Pipeline Safety Representatives NAPSR Eastern Region Meeting
Conference/Seminar Purpose and Benefit to Commission:	To share best practices, enhance communications between state and federal counterparts, raise awareness of new issues, and influence policy.
Other Attendees:	

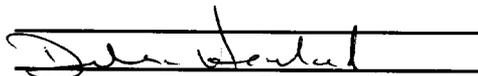
Expense Type	Cost	Name	Date	Additional Instructions/Information
Common Carrier	0.00			N/A Using State Vehicle
Meals	295.00			Per Diem Rates: \$59/Day B:\$13, L: \$15, D: \$26, IE: \$5
Hotel	420.00			6 Nights At Conference Rate
Mileage				
State Vehicle	361.00			974 R/T Miles @ \$0.36/Mile; Tolls \$10.00
Registration	N/A			
Total	1,076.00			

Source of Funds:

Division: Safety
 Accounting Unit: 28300000

Approved by:

Approved by:


 Executive Director

Business Office use Only	
Date	<u>02/09/18</u>
Travel Budget	<u>29,500.00</u>
To Date Amount	<u>13,147.88</u>
Pending Request(s) Amount	<u>715.00</u>
Available Balance	<u>15,637.12</u>
Amount Requested	<u>1,076.00</u>
Estimated Balance Remaining	<u>14,561.12</u>
Division Total (Inc. this Request)	<u>N/A</u>
Staff Total (Inc. this Request)	<u>N/A</u>

Fiscal Information - Summary

<u>Obit</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
0710	Common Carrier	\$	Appropriation of Out-of-State-Travel \$ 29,500.00
0711	Per Diem in Lieu	\$	Amount Expended to Date \$ 13,147.88
0712	Meals-2 People	\$ 590.00	Available Balance \$ 16,352.12
0713	Hotel-2 People	\$ 840.00	Amount requested this authorization \$ 1,791.00
0714	Mileage	\$	Estimated Balance Available \$ 14,561.12
0715	Operation State Car	\$ 351.00	DAS provided State Vehicle Average Mileage Rate-Round Trip-\$.36 per mile x 974Miles
0717	Miscellaneous	\$ 10.00	**Tolls
0719	Registration Fees	\$	***No Registration Fees
	TOTAL	\$ 1,791.00	

Appropriation Code: 10-081-2830-080

Source of Funds: 100% Other Funds