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# New Hampshire Fish and Game Department

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Glenn Normandeau  
Executive Director

January 30, 2020

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

## REQUESTED ACTION

Pursuant to MOP 1102 (L), authorize the New Hampshire Fish & Game Department to allow the Executive Director, Mark Ellingwood, Wildlife Division Chief, Jason Smith, Inland Fisheries Division Chief, Dianne Timmins, Fisheries Biologist, Kevin Jordan, Law Enforcement Colonel, David Walsh, Law Enforcement Major, Michael Eastman, Law Enforcement Captain and the yet to be named Conservation Officer of the Year Award Recipient, to travel over 300 miles round trip in three separate state vehicles to Long Branch, New Jersey to attend the North East Fish and Wildlife Conference from April 18 to 21, 2020 upon Governor and Executive Council approval. 63% Fish and Game Funds, 25% OHRV Funds and 12% Game Management Funds.

## EXPLANATION

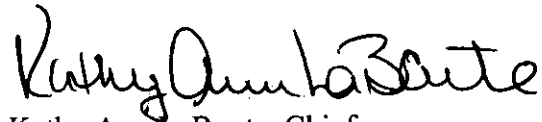
New Hampshire Fish and Game is requesting permission for 8 Department Staff to attend the North East Fish and Wildlife Conference in Long Branch, New Jersey via state vehicles. Staff serves as members on regional working groups and steering committees funded through Competitive State Wildlife Grants (CSWG), Regional Conservation Needs Grants (RCN), and other federal grants that have made this symposium possible. They will be participating and presenting at the symposiums and regional meetings on the status of various state fish and wildlife related issues.

We are requesting that staff be allowed to drive instead of flying, 323 miles each way. The total cost for flying, including staff time, would be \$9,986.34 versus \$7,698.15 for driving, resulting in a savings of \$2,288.19. Please see attached cost comparison spreadsheet, and symposium agenda.

Respectfully submitted,



Glenn Normandeau,  
Executive Director



Kathy Ann LaBonte, Chief  
Business Division

# REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: 01/30/2020

**TO THE HONORABLE GOVERNOR & COUNCIL:**

The Department of Fish and Game requests permission for 8 employees or their designees to travel to Long Branch, NJ for 4 days of out-of-state travel status from April 18, 2020 to April 21, 2020

### Conference/Workshop/Seminar Title

North East Fish and Wildlife Conference

### Purpose of Travel

The Fish and Game Department requests a waiver from MOP Section 1102 (L), which requires travel outside a 300 mile radius by tourist class air passage and authorization for 8 department staff to travel via State vehicle to Long Branch, NJ.

The purpose of this meeting is to attend professional meetings, participate in workshops, and Listen to technical presentations on fisheries, wildlife and law enforcement research and Management as part of the 76<sup>th</sup> Northeast Fish & Wildlife Conference.

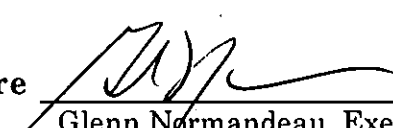
### Attendees and their Titles

- |   |  |
|---|--|
| <u>1. Jason Smith, Chief Inland Fisheries</u>   | <u>5. Michael Eastman, Captain, Law Enforce.</u>     |
| <u>2. Dianne Timmins, Fisheries Biologist</u>   | <u>6. Mark Ellingwood, Chief Wildlife</u>            |
| <u>3. Kevin Jordan, Colonel Law Enforcement</u> | <u>7. Fish and Game Executive Director</u>           |
| <u>4. David Walsh, Major Law Enforcement</u>    | <u>8. Conservation Officer of the Year Recipient</u> |

### Fiscal Information - Summary

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$	Appropriation of Out-of-State Travel	\$ 3,000.00
0711	Per Diem in Lieu	\$ 1,105.00	Amount Expended to date	\$ 958.87
0712	Meals	\$	Available Balance	\$ 2,041.13
0713	Hotel	\$	Amount requested this authorization	\$ 1,905.00
0714	Mileage	\$	Estimated Balance Available	\$ 136.13
0715	Operation State Car	\$		
0717	Miscellaneous	\$ 100.00	Appropriation Code	020 - 075 - 2130 - 080
0719	Registration Fees	\$ 700.00	Source of Funds	100% F&G Funds
		\$ 1,905.00		

Authorized Signature

  
Glenn Normandeau, Executive Director

### Fiscal Information - Detail #1

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$	Appropriation of Out-of-State Travel	\$ 6,000.00
0711	Per Diem in Lieu	\$ 1,105.00	Amount Expended to date	\$ 250.00
0712	Meals	\$	Available Balance	\$ 5,750.00
0713	Hotel	\$	Amount requested this authorization	\$ 1,955.00
0714	Mileage	\$	Estimated Balance Available	\$ 3,795.00
0715	Operation State Car	\$ 50.00		
0717	Miscellaneous	\$ 100.00	Appropriation Code	020 - 075 - 7887 - 80
0719	Registration Fees	\$ 700.00	Source of Funds	100% F&G Funds
		\$ 1,955.00		

### Fiscal Information - Detail #2

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$	Appropriation of Out-of-State Travel	\$ 12,000.00
0711	Per Diem in Lieu	\$ 552.50	Amount Expended to date	\$ 3,342.60
0712	Meals	\$	Available Balance	\$ 8,657.40
0713	Hotel	\$	Amount requested this authorization	\$ 952.50
0714	Mileage	\$	Estimated Balance Available	\$ 7,704.90
0715	Operation State Car	\$		
0717	Miscellaneous	\$ 50.00	Appropriation Code	020 - 075 - 2158 - 080
0719	Registration Fees	\$ 350.00	Source of Funds	100% Agency Income
		\$ 952.50		

### Fiscal Information - Detail #3

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$	Appropriation of Out-of-State Travel	\$ 3,000.00
0711	Per Diem in Lieu	\$ 552.50	Amount Expended to date	\$ 0.00
0712	Meals	\$	Available Balance	\$ 3,000.00
0713	Hotel	\$	Amount requested this authorization	\$ 1,002.50
0714	Mileage	\$	Estimated Balance Available	\$ 1,997.50
0715	Operation State Car	\$ 50.00		
0717	Miscellaneous	\$ 50.00	Appropriation Code	020 - 075 - 1171 - 080
0719	Registration Fees	\$ 350.00	Source of Funds	100% F&G Funds
		\$ 1,002.50		

### Fiscal Information - Detail #4

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$	Appropriation of Out-of-State Travel	\$ 5,000.00
0711	Per Diem in Lieu	\$ 1,105.00	Amount Expended to date	\$ 1,337.23
0712	Meals	\$	Available Balance	\$ 3,662.77
0713	Hotel	\$	Amount requested this authorization	\$ 1,955.00
0714	Mileage	\$	Estimated Balance Available	\$ 1,707.77
0715	Operation State Car	\$ 50.00		
0717	Miscellaneous	\$ 100.00	Appropriation Code	020 - 075 - 1183 - 080
0719	Registration Fees	\$ 700.00	Source of Funds	100% Agency Income
		\$ 1,955.00		

**COMPARISON OF AIR TRAVEL VS. STATE VEHICLE  
Long Branch, NJ**

**AIR TRAVEL**  
(Boston to Newark Liberty Int and return)  
Airfare  $\$301.80 \times 8 = \$2,414.40$

**STATE VEHICLE TRAVEL**  
Concord to Long Branch, NJ  
323 miles (646 miles round trip)

\$150 Estimate Gas

**CAR RENTAL**

TOLLS (Estimate) x's 3 vehicle = \$75.00

\$149.25 = 3 cars per day x 4 = \$597.00

**TRAVEL TIME FLY (INCLUDES  
ROUNDRIP AIRPORT TIME)**

**TOTAL DRIVE TIME**  
7.5 hours 1 way

1. 14Hrs. x \$65.08 = \$911.12
2. 14Hrs. x \$40.91 = \$572.74
3. 14Hrs. x \$82.72 = \$1,158.08
4. 14Hrs. x \$71.54 = \$1,001.56
5. 14Hrs. x \$75.79 = \$1,061.06
6. 14Hrs. x \$57.68 = \$807.52
7. 14Hrs. x \$67.51 = \$945.14
8. 14Hrs. x \$36.98 = \$517.72

1. 15 Hrs. x \$65.08 = \$976.20
2. 15 Hrs. x \$40.91 = \$613.65
3. 15 Hrs. x \$82.72 = \$1,240.80
4. 15 Hrs. x \$71.54 = \$1,073.10
5. 15 Hrs. x \$75.79 = \$1,136.85
6. 15 Hrs. x \$57.68 = \$865.20
7. 15 Hrs. x \$67.51 = \$1,012.65
8. 15 Hrs. x \$36.98 = \$554.70

**TRAVEL TIME SHUTTLE**  
N/A

**TOTAL TIME COST = \$6,974.94**

**TOTAL TIME COST = \$7,473.15**

**TOTAL AIR & CAR RENTAL  
TRAVEL COST = \$3,011.40**

**TOTAL VEHICLE  
OPERATION COST = \$225.00**

**TOTAL: \$9,986.34**

**TOTAL: \$7,698.15**

**Total Savings to State: \$2,288.19**

## **North East Fish & Wildlife Conference Long Branch, NJ – April 18 – 21, 2020**

### **Sunday, April 19, 2020**

- 6:00 AM:** Directors' Field Trip (invitation), 6 a.m. – 12:30 p.m., TBD
- 8:00 AM:** Conference Registration Desk, Open: 8 a.m. – 6 p.m., TBD
- 9:00 AM** Workshop: North American Non-Lead Partnership: Non-lead ammunition Ballistics Testing & Communications Workshop – It's More than the Science, 9 a.m. – 2:45 p.m., off site, Colliers Mills Conservation Officer Training Range (299 East Colliers Mills Road, Egypt, NY 08533).
- 12:00 PM** Director's Lunch (invitation only), 12 p.m. – 1 p.m., TBD  
Exhibitor Set-up, 2 p.m. – 6 p.m., TBD  
Poster Set-Up – 12 p.m. – 6 p.m., TBD  
Speaker Preparation Room, 2 p.m. – 6 p.m., TBD
- 1:00 PM** Joint Meeting of Northeast Wildlife Administrators Association and Northeast Fisheries Administrators Association, 1 p.m. – 2:30 p.m., TBD  
Directors' Meeting, 1 p.m. – 5 p.m., TBD  
NE Section TWS Executive Committee, 1 p.m. – 5 p.m., TBD  
Workshop: Wildlife Surveillance 1010: Diagnostic Approaches and Tests Commonly Used in Disease or Pathogen Detection, 1 p.m. – 5 p.m.
- 2:00 PM** Northeast Fisheries Administrators Association Meeting, 2:30 p.m. – 5 p.m., TBD
- 5:00 PM** Student Meeting & Guests, 5:15 p.m. – 6 p.m., TBD
- 6:00 PM** Welcome Reception, 6 p.m. – 8 p.m., TBD

### **Monday, April 20, 2020**

- 7:00 AM** Conference Registration Desk Open 7 a.m. – 5 p.m., TBD  
Directors' Breakfast (invitation only), 7 a.m. – 8 a.m., TBD  
Continental Breakfast with Exhibitors, 7 a.m. – 8:30 a.m., TBD  
Exhibits Open, 7 a.m. – 7 p.m., TBD  
Speaker Preparation Room, 7 a.m. – 6 p.m., TBD
- 8:00 AM** Plenary Session and Awards Presentation, 8 a.m. – 12 p.m., TBD
- 10:00 AM** Refreshment Break & Exhibitors, 10:30 a.m. – 11 a.m., TBD
- 12:00 PM** Directors' Lunch (invitation only), 12 p.m. – 1 p.m., TBD  
Lunch on your own, 12 p.m. – 1:20 p.m., N/A  
Student/Mentor Lunch, 12 p.m. – 1:30 p.m., TBD
- 1:00 PM** Northeast Wildlife Administrators Association Meeting, 1 p.m. – 5 p.m., TBD  
Concurrent Technical Sessions & Symposia, 12 p.m. – 5 p.m., Multiple Locations
- 2:00 PM** Student Jobs Café, 2 p.m. – 4 p.m., TBD  
Refreshment Break, 2:30 p.m. – 3:30 p.m., TBD
- 4:00 PM** Northeast Conservation Information & Education Association Meeting, 4 p.m. – 5 p.m., TBD
- 5:00 PM** Poster Viewing & Reception with Exhibitors, 5 p.m. – 6 p.m., TBD  
NE Section of TWS General meeting & Reception, 5 p.m. – 6:30 p.m., TBD  
Northeast Conservation Information & Education Association Meeting, 5 p.m. – 6 p.m., TBD
- 6:00 PM** Taste of the Town – Dinner on your own in Pier Village, 6 p.m. – 8:30 p.m., Offsite
- 8:00 PM** Bonfire & Beach Party, 8:30 p.m.

### **Tuesday, April 21, 2020**

- 6:00 AM** Bird Walk at Seven Presidents Oceanfront park, 6 a.m. – 8 a.m., Offsite, Meet in Hotel Lobby  
5K Fish & Wildlife Fun Run, 6:30 a.m. – 8 a.m., Meet in Hotel Lobby
- 7:00 AM** Conference Registration Desk Open, 7 a.m. – 5 p.m., TBD  
Directors' Breakfast (invitation only), 7 a.m. – 8 a.m., TBD  
Continental Breakfast with Exhibitors, 7 a.m. – 8:30 a.m., TBD  
Exhibits Open, 7 a.m. – 3:30 p.m., TBD  
Speaker Preparation Room, 7 a.m. – 5 p.m., TBD
- 8:00 AM** Directors' Meeting, 8 a.m. – 3 p.m., TBD

Concurrent Technical Sessions & Symposia, 8:20 a.m. – 2 p.m., Multiple Locations  
**9:00 AM** Refreshment Break with Exhibitors, 9:30 a.m. – 10:30 a.m., TBD  
**12:00 PM** Directors' Lunch (invitation only), 12 p.m. – 1 p.m., TBD  
Lunch on your own, 12 p.m. – 1:20 p.m., N/A  
**1:00 PM** Concurrent Technical Sessions & Symposia, 1:20 p.m. – 5:20 p.m., Multiple Locations  
**2:00 PM** Refreshment Break with Exhibitors, 2:30 p.m. – 3:30 p.m., TBD  
**5:00 PM** Conference Adjourns, 5:20 p.m., N/A