



The State of New Hampshire  
**Department of Environmental Services**

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**Robert R. Scott, Commissioner**

February 4, 2019

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

REQUESTED ACTION

It is respectfully requested that the Department of Environmental Services be authorized to enter into an educational tuition agreement and to pay costs in the amount of \$4,760.00 as follows:

Vendor Code: 177176-B001

Institution: New England College  
98 Bridge Street  
Henniker, NH 03242

Course Title: MG 5410 Org. Comm, Negotiations & Conflict Resolution  
and MG 5230 Relationship Selling Strategies

Course Dates: March 18, 2019 to May 5, 2019

Employee Name: Luis Adorno, Environmental Program Manager

Employee Start Date: March 7, 2014

Distribution Code: 03-44-44-441018-4790-066-500544

Total Cost of Courses: \$4,760.00

State Share: \$4,760.00

Source of Funds: 100% DWSRF Management Fees

JUSTIFICATION

As the Environmental Program Manager at the Drinking and Groundwater Bureau at the Department of Environmental Services, Mr. Adorno has the pleasure of working with communities to increase their Capacity Development. Capacity Development is a process for water systems to acquire and maintain adequate technical, managerial, and financial capacity in order to ensure that communities have the capability to consistently provide safe drinking water to the public. This technical assistance requires for Mr. Adorno to stay current with many of the aspects in line with the New England College's Master of Business Administration (MBA) degree.

Mr. Adorno has also illustrated a willingness to further develop his professional skills with his participation and completion of the Certified Public Supervisor Program (CPS) as well as the Certified Public Managers Program (CPM). His involvement with CPS and CPM has provided him an opportunity to apply a substantial number of credits toward a post-graduate degree with New England College. The participation in the MBA degree will further enhance the acquired concepts and principles of managerial, financial, decision-making and leadership from the CPS and CPM program. In return, this opportunity will provide Mr. Adorno with a robust set of tools to assist communities within limited resources in improving their capacity of water system operations.

Mr. Adorno is required to sign a contract, which obligates him to work for the State for 6 months after satisfactory completion of each class. The agreement does require him to obtain a passing grade. If he does not comply with the terms of the contract, he will be liable for returning the amount paid. The program is directly related to his responsibilities as the Environmental Program Manager for the Drinking Water and Groundwater Bureau and the technical assistance that he provides to communities around the State of New Hampshire.

This tuition assistance has been a very successful program of the department and has resulted in many benefits to the State. The cost is minimal when compared to the cost of salary and benefits. The courses being taken directly relate to the individual and his job accountabilities, and we encourage our staff to further develop their skills so they can keep up with the latest developments in their work. We have encouraged Mr. Adorno to take these courses as part of our professional development plan.

Respectfully submitted,



Robert R. Scott, Commissioner

**THE STATE OF NEW HAMPSHIRE**  
**EDUCATIONAL TUITION AGREEMENT**

Agreement dated this 4 day of February 20 19 by and through  
the Department of Environmental Services (hereinafter referred to as the "State) and  
Luis Adorno  
hereinafter referred to as the "Recipient").

The State and the Recipient do hereby mutually agree as follows:

1. The State shall pay to the named institution the sum of \$4,760.00 , which monies shall be used for the purpose of enrolling the Recipient in:

**MG 5410 Org, Comm, Negotiations & Conflict Resolutions and MG 5230 – Relationship Selling Strategies**

- which course(s) is being offered by New England College and which course(s)  
shall commence on March 18 20 19 and terminate on May 5 20 19
2. The Recipient shall complete and achieve a passing grade in each course named in paragraph 1.
  3. Should the Recipient fail to complete and achieve a passing grade in each course named in paragraph 1, the amount which shall be paid to the State shall be calculated on a pro rata basis.
  4. Upon the satisfactory completion of the courses named in paragraph 1, the Recipient shall continue in the employ of the State in his/her current position (or in such other position, at equal or greater compensation, to which he/she may be assigned) for a period of Six (6) Months for each class.
  5. The Recipient shall work in any area of the State to which he/she may be assigned, provided that such assignment will not constitute a severe hardship to said Recipient.
  6. Should the Recipient breach any of the conditions set forth in paragraphs 4 and 5, the Recipient shall pay to the State a sum equal to all monies previously paid by the State for the Recipient pursuant to the Agreement, provided, however, that the Recipient shall receive a credit for each month in which he/she is employed by the State subsequent to the date upon which the named course(s) are satisfactorily completed, the value of said credit to be calculated on a pro rata basis.
  7. The Recipient shall not raise any setoff or counterclaim against the State in any action brought by the State to collect any amount due under this agreement.

8. Should any amount be found to be due the State in any action brought against the Recipient pursuant to this Agreement, the State shall, in addition to said amount, be entitled to an award of costs and a reasonable amount in "attorney" fees.

IN WITNESS WHEREOF the representatives of the State, in his/her official capacity only, and without personal liability, and the Recipient, have hereunto set their hands on the date first above written.

RECIPIENT

THE STATE OF NEW HAMPSHIRE

*Luis Adorno*  
Luis Adorno

*Robert R. Scott*  
Robert. R. Scott, Commissioner

STATE OF NEW HAMPSHIRE

COUNTY OF Merrimack

On this the 8<sup>th</sup> day of February, 20 19, before me, \_\_\_\_\_  
the undersigned officer, personally appeared, Luis Adorno Known  
to me (or satisfactorily proven) to be the person whose name is subscribed to the within  
instrument and acknowledged that he/she executed the same for the purposes herein contained.

In witness whereof I hereunto set my hand and official seal.



*Kathleen E. Weber*  
Notary Public/Justice of the Peace

KATHLEEN E. WEBER, Notary Public  
State of New Hampshire  
My Commission Expires May 2, 2023

Name: Luis Adorno/GR009301 Program: MBA

Updated: 1/30/2019

✓	Course No.	Course Title	Credits	Term Code
<input type="checkbox"/>	MG5600	Economics for Leaders	_____	
<input checked="" type="checkbox"/>	MG5320	Strategic Marketing	4	Spring I 2019
<input checked="" type="checkbox"/>	MG5120	Organizational Leadership and Change	4	Transfer
<input checked="" type="checkbox"/>	AC5250	Managerial Accounting	4	Spring I 2019
<input type="checkbox"/>	FI6310	Finance for Leaders	_____	
<input checked="" type="checkbox"/>	MG6610	Strategic Planning & Policy	4	Transfer
<input checked="" type="checkbox"/>	MG6970	Capstone Project	4	Transfer
<input type="checkbox"/>	MG5410	Org. Comm, Negotiations & Conflict Resolution	_____	Spring II 2019
<input type="checkbox"/>	MG5230	Relationship Selling Strategies	_____	Spring II 2019
<input type="checkbox"/>	Choose From Concentration Courses		_____	

Total Credits for Program: 40

Total Credits Earned:	20
Total Credits Remaining:	20

*NOTE: This is not an official document. It is the student's responsibility to check accuracy.*