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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

Bureau of Finance and Contracts
June 20, 2016

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

REQUESTED ACTION

In accordance with Governor and Council approval of July 19, 1995, Item #171, the Department of Transportation, Bureau of Finance and Contracts, reports all paid Small Claims in the previous fourth quarter of FY 2016 totaling \$596.29 for individual amounts less than \$600.00 submitted under the provisions of RSA 228:29.

The Department further requests approval of Governor and Council to pay small claims for the next Fiscal Year first quarter, July 01, 2016 through September 30, 2016. 100% Highway Funds.

Funding is available as follows:	<u>Appropriation FY 2017</u>	<u>Paid to date</u>	<u>Balance Remaining</u>
04-96-96-960215-3001			
Division of Finance			
068-500563 Remuneration	\$5,000.00	\$0.00	\$5,000.00

EXPLANATION

RSA 228:29, authorizes the Commissioner to use funds accruing to the Department of Transportation for the payment of small claims occasioned by accidents due to the activities of the Department of Transportation. Any person claiming damage due to the activities of the Department of Transportation may seek payment of the small claim if the amount is less than \$600.00. If, upon investigation, the small claim is valid, the Commissioner shall submit the recommendation for payment to the Governor and Council for approval.

To improve efficiency in processing these small claims, and to be more responsive to those claimants awaiting payment for a small claim, the Department of Transportation initiated a blanket approval process at the beginning of Fiscal Year 1996. The revised process was approved by Governor and Council on July 19, 1995 as Item #171. The process requires the Department of Transportation to seek approval from the Governor and Council prior to each Fiscal Year quarter and submit the claims paid in the previous quarter.

A review of claims approved for payment during the fourth quarter of Fiscal Year 2016, to date, indicates that one claim was paid.

Claimant: Brian Mitchell

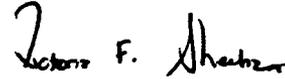
Amount: \$596.29

Mr. Mitchell's vehicle was damaged as he traveled southbound on Route 16 (Spaulding Turnpike) after the Rochester Tolls in Rochester, New Hampshire on February 16, 2016 when he encountered a high windrow of snow in the roadway. The Department was performing snow removal operations at the time of the incident.

A summary of the action taken on all claims for Fiscal Year 2016 is on file at the Department of Transportation.

Your approval of this resolution is respectfully requested.

Sincerely,

A handwritten signature in black ink that reads "Victoria F. Sheehan". The signature is written in a cursive style with a large initial "V".

Victoria F. Sheehan
Commissioner

VFS/drp