

New Hampshire
Department of Agriculture,
Markets & Food

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Lorraine S. Merrill, Commissioner

February 10, 2016

Her Excellency Governor Margaret Wood Hassan
And the Honorable Executive Council
State House
Concord, NH 03301

Dear Governor Hassan and Honorable Council:

REQUESTED ACTION

Pursuant to MOP 1102(L) General Reimbursement Policy, authorize the Department of Agriculture, Markets & Food, Division of Plant Industry, to allow four employees to travel beyond a 300-mile radius in a state vehicle to St. Michaels, Maryland to attend the Eastern Plant Board meeting and concurrent sessions for the Cooperative Agriculture Pests Survey (CAPS) coordinators and the Horticultural Inspectors from April 4, 2016 to April 7, 2016. 25% Federal Funds and 75% Dedicated Funds.

EXPLANATION

The Eastern Plant Board meeting is an annual meeting of the plant protection regulatory officials for the 12 member states to discuss, coordinate, and address regional plant pest concerns. Other attendees include state and federal plant protection personnel, including the U.S. Department of Agriculture (USDA) Animal Plant Health Inspection Service Plant Protection and Quarantine (APHIS PPQ), the USDA Forest Service, and the Department of Homeland Security Customs and Border Protection. This broad representation allows for exchange of information and collaboration on continuing and emerging forest and agricultural plant pest issues in the region. This year's agenda will include information on emerging pest threats, pollinator protection plans, and training on the use of the USDA's new GRANTOR grant management system.

We request authorization for State Entomologist Piera Siegert, State CAPS Survey Coordinator Chris Rallis, and Entomologists Doug Cygan and Morgan Dube to drive together in a department car instead of flying. The attached Form A-24 and expense work sheet shows the significant time and cost savings of driving instead of flying.

Respectfully submitted,



for Lorraine S. Merrill
Commissioner

Cost Comparison between Driving and Flying to St. Michaels, Maryland

Driving

Travel from Concord NH to
St. Michaels, MD
Total 952 miles round trip

Average Travel Time: 8 hours

Flying

Flying out of Manchester Airport to
Maryland Airport

Average Travel Time: 10 hours

	Drive	Fly
Flight (and baggage fee)		\$2,102.00
Rental Car		\$291.20
Airport Parking		\$20.00
Hotel	\$848.40	\$848.40
Meals	\$536.00	\$536.00
Gas/Tolls	\$92.96	
Registration	\$1,360.00	\$1,360.00
Total	\$2,837.36	\$5,157.60

Difference between Flying and Driving, savings of \$2,320.24

Total of four (4) employees attending conference.

Gas/Tolls and cost of one employee with hotel room being covered by CAPS Federal Grant #2143. Remainder of costs covered by dedicated fund #2605.



State of New Hampshire

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: Feb. 10, 2016

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Agriculture, Markets & Food requests permission for 1 employees or their designees to travel to St. Michaels, Maryland for 4 days of out-of-state travel status from April 4, 2016 to April 7, 2016.

Conference/Workshop/Seminar Title

Eastern Plant Board Meeting/Conference

Purpose of Travel

To attend the 2016 Eastern Plant Board (EPB) annual meeting/conference to discuss, coordinate and address regional plant pest concerns.

See attached forms for Department approvals and travel descriptions. This G & C request is submitted to request approval to drive a state vehicle more than 300 miles to the Conference. The total distance is 952 miles with estimated round trip fuel & tolls cost of \$92.96 and drive time 8 hours. The alternative cost to fly is \$551/person for airfare, rental car \$291.20, airport parking \$20 with a total estimated airfare cost of \$862.20 and travel time 10 hours. Total saving of time and money to drive versus fly is 2 hours and \$769.24. Federal funds will cover the cost of fuel & tolls. Total of 4 employees attending this conference.

*Some meals included. **Estimated tolls \$28.70 & fuel \$64.26.

Attendees and their Titles

- | | |
|---|-----------|
| <u>1. Chris Rallis, Entomologist II</u> | <u>5.</u> |
| <u>2.</u> | <u>6.</u> |
| <u>3.</u> | <u>7.</u> |
| <u>4.</u> | <u>8.</u> |

Fiscal Information – Summary

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$	Appropriation for Out-of-State Travel	\$ 7,625.00
0711	Per Diem in Lieu	\$	Amount Expended to date	\$ 0.00
0712	Meals	\$ 134.00	Available Balance	\$ 7,625.00
0713	Hotel	\$ 424.20	Amount requested this authorization	\$ 991.16
0714	Mileage	\$	Estimated Balance Available	\$ 6,633.84
0715	Operation State Car	\$ 92.96**		

0717	Miscellaneous	\$		Appropriation	010 - 018 - 2143 - 000
				Code	
0719	Registration Fees	\$	<u>340.00*</u>	Source of Funds	<u>USDA Federal CAPS Grant</u>
		\$			
				Authorized Signature	<u></u>



State of New Hampshire

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: Feb. 10, 2016

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Agriculture, Markets & Food requests permission for 3 employees or their designees to travel to St. Michaels, Maryland for 4 days of out-of-state travel status from April 4, 2016 to April 7, 2016.

Conference/Workshop/Seminar Title

Eastern Plant Board Meeting/Conference

Purpose of Travel

To attend the 2016 Eastern Plant Board (EPB) annual meeting/conference to discuss, coordinate and address regional plant pest concerns.

See attached forms for Department approvals and travel descriptions. This G & C request is submitted to request approval to drive a state vehicle more than 300 miles to the Conference. The total distance is 952 miles with estimated round trip fuel & tolls cost of \$92.96 and drive time 8 hours. The alternative cost to fly is \$551/person for airfare (total \$1,653), rental car \$291.20, airport parking \$20 with a total estimated airfare cost of \$1,964.20 and travel time 10 hours. Total saving of time and money to drive versus fly is 2 hours/person and \$1,964.20. Federal funds will cover the cost of fuel & tolls of \$92.96. Total of 4 employees attending this conference.

*Some meals included. **Estimated tolls & fuel to be paid for by CAPS federal grant 2143.

Attendees and their Titles

- | | |
|---|-----------|
| <u>1. Piera Siegert, State Entomologist</u> | <u>5.</u> |
| <u>2. Morgan Dube, Entomologist I</u> | <u>6.</u> |
| <u>3. Doug Cygan, Entomologist II</u> | <u>7.</u> |
| <u>4.</u> | <u>8.</u> |

Fiscal Information – Summary

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$	Appropriation for Out-of-State Travel	\$ 27,495.00
0711	Per Diem in Lieu	\$	Amount Expended to date	\$ 5,621.82
0712	Meals	\$ 402.00	Available Balance	\$ 21,873.18
0713	Hotel	\$ 424.20	Amount requested this authorization	\$ 1,846.20
0714	Mileage	\$	Estimated Balance Available	\$ 20,026.98

**Eastern Plant Board
91st ANNUAL MEETING AGENDA**

Saint Michaels, Maryland

MONDAY

April 4, 2016

Time	Topic
	Travel
5:00 – 7:00 PM	Registration
7:00 – 9:00 PM	Reception - Deck
	Hospitality / Discussion Time - Room ??

Comment [CL1]: This section to remain the same

TUESDAY

April 5, 2016

Time	Topic
7:00 – 8:00 AM	Hot Breakfast Buffet Included - Bayview
8:00 - 8:15 AM	Housekeeping Announcements Welcome-Dana Rhodes, Eastern Plant Board President <i>Insert location</i>
8:15 – 10:00 AM	Discussion – EPB Members Only - Prospect Ballroom (Creek A)
8:15 – 10:00 AM	APHIS PPQ Meeting - Prospect Ballroom (Creek B)
8:15 – 10:00 AM	CBP Meeting - Prospect Ballroom (Creek C)
8:15 - 10:00 AM	HIS Meeting - Water's Edge
8:15 - 10:00 AM	CAPS Meeting - Riverview
10:00 – 10:30 AM	~ Break ~
10:30 AM – 12:00 PM	EPB Business Meeting – EPB Members Only
10:30 AM – 12:00 PM	APHIS PPQ Meeting
10:30 AM – 12:00 PM	CBP Meeting
12:00 – 1:00 PM	Lunch Included - Bayview
Joint Session EPB/CAPS/HIS Updates, Discussion, and Next Steps Prospect Ballroom	
Session Moderator: Vicki Smith	
1:30 – 2:00 PM	Welcome <i>Secretary Joe Bartenfelder, Maryland Department of Agriculture</i> <i>Dana Rhodes, President Eastern Plant Board</i>
2:00 – 2:45 PM	Foulbrood Detector Dog-Demonstration <i>Maryland State Apiarist Cybil Preston and Mack</i>
2:45 – 3:00 PM	Update on pollinator issues <i>Faith Kuhn, Delaware</i>
3:00 – 3:15 PM	~ Break ~
3:15 – 3:45 PM	Update on Maryland Pollinator Protection Plan <i>Ashley Jones, Entomologist, Pesticide Regulation, Maryland Department of Agriculture</i>
3:45 - 4:05 PM	Boxwood blight - <i>Dana Rhodes</i>
4:05 – 4:35 PM	Customs and Border Protection Update <i>Kevin Harriger</i>
4:35-5:00 PM	US Canada Greenhouse Certification Program <i>Laney Campbell, National Operation Manager for Exports</i>
Dinner On Your Own	

Hospitality / Discussion Time - Room ???

WEDNESDAY

April 6, 2016

Time	Topic
7:00 AM – 8:00 AM	Hot Buffet Breakfast Included - Bayview
Session Moderator: ?? - Prospect Ballroom	
8:00 AM – 8:30 AM	View from the National Plant Board <i>Ann Gibbs - NPB Vice President</i>
8:30 AM – 9:00 AM	View from the PPQ Field Operations, Raleigh Office <i>Matt Royer or Paul Hornby</i>
9:00 AM – 9:30 AM	USFS Report: Forest Health Program <i>Ralph Crawford, Assistant Director, Forest Health Protection, USFS</i>
9:30 AM – 10:00 AM	Farm Bill Update <i>Kristian Rondeau APHIS PPQ FO</i>
10:00 AM – 10:30 AM	~ Break ~
10:30 AM – 11:00 AM	Dickeya update from Ann Gibbs
11:00 AM -11:30 AM	Organic Nursery (How and Why) <i>Steve Black, Owner, Raemelon Farms</i>
11:30 PM – 1:00 PM	Lunch Included at the hotel - Bayview
1:00 PM – 5:00 PM	Field trips: St. Michaels Maritime Museum, Environmental Concern- Wetland Plant Nursery
7:00 PM – 9:00 PM	Dinner Included
Hospitality / Discussion Time - Room ???	

Comment [CL2]: Committee seeking a USFS speaker

Comment [CL3]: Open up for CAPS

Comment [CL4]: Committee trying to line up Maryland State Forester

Comment [CL5]: 11:30-12 is open

THURSDAY

April 7, 2016

Time	Topic
7:00 AM – 8:00 AM	Hot Buffet Breakfast Included - Bayview
Session Moderator: ?? - Prospect Ballroom	
8:00-8:30 AM	EPB Members on NPB Committees Updates <i>Dana Rhodes, Coordinator</i>
8:30 – 9:30 AM	Grantor Training, Paula Henstridge/ Chris Coppenbarger
9:30-10:00 AM	Spotted lanternfly-Dana Rhodes
10:00 – 10:30 AM	~ Break ~
10:30 – 11:00 AM	HIS Report
11:00 – 11:30 AM	CAPS Report
11:30AM – 12:00 PM	EPB Meeting Wrap-Up and Next Steps - EPB Members Only