



The State of New Hampshire
Department of Environmental Services

Thomas S. Burack, Commissioner

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January 12, 2015

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

REQUESTED ACTION

The New Hampshire Department of Environmental Services (DES) respectfully requests an exemption to New Hampshire Plant and Property Management Rules, ADM 611:08(g) to enable the DES to increase its fleet by four vehicles. These new vehicles shall be assigned to the Waste Management Division, MtBE Remediation Bureau (MtBERB).

EXPLANATION

DES operates and maintains a fleet of 41 passenger vehicles for departmental use. Of the total vehicles, 23 vehicles are considered to be pool vehicles and are used by various programs on a reservation basis. The remaining vehicles are assigned to programs with specific needs for those vehicles, and they are generally unavailable for use by other programs.

The MtBERB is a new bureau that was established within DES in 2014 and does not currently have any assigned vehicles. MtBERB is responsible for implementing a comprehensive plan to address MtBE contamination. The plan includes a robust state-wide well sampling program to perform water quality analysis from thousands of private wells. Four full-time staff have been assigned to the well sampling effort. These sampling staff will be the primary users of the vehicles and they will be traveling almost daily throughout the year, including during periods of inclement weather. Many of the sampling locations will be located in remote areas of the state. Budget and staff resources require efficient scheduling and execution of the sampling effort. Further, the majority of wells to be sampled belong to homeowners and it is important to minimize inconvenience to the homeowners and to minimize the number of appointment cancellations. Having immediate access to vehicles that can safely be driven to sampling sites will help ensure cancellations remain at an absolute minimum. In addition to the four primary sampling staff, there are also nine other staff members within MtBERB responsible for various initiatives related to the remediation and prevention of MtBE contamination. These staff will also be performing field work and attending meetings on a periodic basis and will have a need for the vehicles.



Presently, MtBERB has been borrowing a vehicle temporarily on loan from the Oil Remediation and Compliance Bureau, as well as reserving vehicles from the general pool. Access to the Oil Remediation Bureau vehicle will be severely limited in the remainder of FY 2015 and FY 2016 due to impending deadlines for underground storage tank system upgrades which will require a greater number of post-installation system inspections.

DES recently completed a review of the agency's fleet and concluded that the fleet was fully utilized by other units in the department and was not able to meet the increased demands of MtBERB. The last waiver to expand the DES fleet was granted on August 6, 2006 (G&C #47) for one vehicle which was added to the Watershed Management Bureau's fleet. DES requests to expand its fleet by four vehicles to provide full time vehicles to the MtBE Remediation Bureau. Maintenance costs associated with this fleet increase will be absorbed within the current operating budget for MtBERB. Given the amount of official travel required, the requested vehicles would easily exceed the 9,109 mile annual requirement. Since August, MtBERB sampling staff have driven more than 5,000 miles.

Additionally, there are daily requests in-house for field vehicles by other DES programs. By allowing MtBERB to purchase the vehicles, it will remove the need for this specific program to use a fleet vehicle that could otherwise be used by other programs.

By approving this request, DES will be adequately equipped to provide this important program with the vehicles necessary to complete its mission without negatively impacting the efficiency and productivity of other programs.


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Vehicle Acquisition Request and Recommendations for Commissioner Approval

RQNumber: 154705 Purchasing Memo Date: 3/25/2015 Business Supervisor: Beaulac, Robert
Agency: Environmental Services Department Division: Waste Management Bureau:
Funding Source: 100% Other Purchase Type: Fleet Increase Acquisition Type: New Purchase
RQ Amount: \$54,495.00 Quantity: 3



Vehicle Type: LDT1
Model Year: 2015
Make: JEEP
Model: PATRIOT
Description:

TCO: Condition of Surplus Vehicle:

Vehicle History
Plate or ID Number
Purchase Price: \$18,165.00
Odometer (current):
Prior FY Mileage:
Prior FY MPG:
Prior FY Repair Costs:
Prior FY Maintenance Costs:

Fleet Management and Business Supervisors Recommendation
RECOMMEND CONDITIONAL APPROVAL: FLEET INCREASE REQUIRES G&C APPROVAL. THIS IS A NEW SEVEN YEAR PROGRAM WITH TWELVE NEW POSITIONS. IT IS EXPECTED THESE NEW POSITIONS WILL USE THE VEHICLES IN EXCESS OF THE LDT BEM THRESHOLD.

Submission to Commissioner 3/27/2015
Requisition Approved: Conditionally Approved: Requisition Denied:
Search GSA General Bid Process

Signatory Comments:

Deputy Commissioner Signature: *Michael Coonan* Date: 3/30/15