



The State of New Hampshire

**Department of Environmental Services**



**Robert R. Scott, Commissioner**

February 14, 2018

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

**REQUESTED ACTION**

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

**EXPLANATION**

NHDES operates and maintains a fleet of 41 passenger vehicles for departmental use. Of the total vehicles, twenty-six 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 are generally unavailable for use by other programs.

NHDES recently performed a review of the department's fleet, and concluded that the fleet was fully utilized by other programs and was not able to meet the increased demands of its Wetlands Bureau staff.

In 2017, the Wetlands Bureau received 3,704 applications which have statutory review timeframes that must be met in order provide the public with a reasonable and predictable permit process timeframe. The review timeframes are also critical to allow for adequate planning of future residential and commercial development projects throughout the state, without causing undo hardships to private landowners and investors. In order for the Wetlands Bureau to achieve the statutory review timeframes and continue to provide outstanding customer service, several vacant positions have been filled or are about to be filled to meet the current increase in applications and economic growth throughout the state. This increase in staff equates to an increased need to have an adequate vehicle pool that allows for proper and frequent inspections of development projects throughout the state. In addition, due to the increased work load, phone call inquiries have increased and applicants requesting pre-application meetings with Bureau staff have increased. Phone coverage and pre-application meetings are done in the Concord and Portsmouth offices, but can require staff to travel between both locations to cover our public assistance obligations. Applicants and project stakeholders can include private land owners, consultants, municipalities, other state agencies, and federal resource agencies like the US Army Corps of Engineers and the Environmental Protection Agency.

[www.des.nh.gov](http://www.des.nh.gov)

29 Hazen Drive • PO Box 95 • Concord, NH 03302-0095  
(603) 271-3503 • Fax: 271-7894 TDD Access: Relay NH 1-800-735-2964

The last waiver to expand the NHDES fleet was granted on April 22, 2015 (G&C Item #58) for three vehicles which were added to the Waste Management Division, MtBE Remediation Bureau, an entirely new program. NHDES requests to expand its fleet by two vehicles which will provide one full time vehicle to the Wetlands staff located at the Pease Field Office and one full time vehicle to the Wetlands staff located at the Concord Office. Maintenance costs associated with this fleet increase will be absorbed within the current operating budget with the Wetlands Program. Given the amount of official travel required, the requested vehicles would easily exceed the 8,142 mile annual requirement.

Additionally, there are daily requests in-house for field vehicles by other DES programs. By allowing Wetlands 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, NHDES will be adequately equipped to provide this program with the vehicles necessary to complete its mission without negatively impacting the efficiency and productivity of other programs.



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Robert R. Scott, Commissioner

**Vehicle Acquisition Request and Recommendations for Commissioner Approval**

RQ Number: 182504 Purchasing Memo Date: 3/1/2018 Business Supervisor: Beaulac, Robert

Agency: Environmental Services Department Division: Bureau:

Funding Source: 100% Other Purchase Type: Fleet Increase Acquisition Type: New Purchase

RQ Amount: \$41,654.00 Quantity: 2

Proposed Vehicle to be Surplussed	Requested Replacement Vehicle	DAS Alternate Recommendation
	LDT1	
	2018	
	CHEVROLET	
	EQUINOX	

Vehicle Type:  
Model Year:  
Make:  
Model:  
Description:

TCO:

Vehicle History

Plate or ID Number

Condition of Surplus Vehicle:

Purchase Price: \$21,370.00

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: PENDING G&C FLEET INCREASE AUTHORIZATION. DAS WORKED WITH DES TO REVIEW THEIR FLEET UTILIZATION. NO ADDITIONAL EFFICIENCIES WERE IDENTIFIED; THE FLEET INCREASE IS NECESSARY.

Submission to Commissioner 3/12/2018

Requisition Approved:  Conditionally Approved:  Requisition Denied:

Search GSA  General Bid Process

Signatory Comments:

Authorizing Authority Signature:

Date

3/14/18

Authorizing Authority Title: Director, DPSS

Vehicle 1 of 2

**Vehicle Acquisition Request and Recommendations for Commissioner Approval**

RQ Number: 182504 Purchasing Memo Date: 3/1/2018 Business Supervisor: Beaulac, Robert  
Agency: Environmental Services Department Division: Bureau:  
Funding Source: 100% Other Purchase Type: Fleet Increase Acquisition Type: New Purchase  
RQ Amount: \$41,654.00 Quantity: 2

Proposed Vehicle to be Surplussed	Requested Replacement Vehicle	DAS Alternate Recommendation
	LDT1 2018 CHEVROLET TRAX	

Vehicle Type:  
Model Year:  
Make:  
Model:  
Description:

TCO:  
Plate or ID Number  
Purchase Price: \$20,284.00  
Odometer (current):

Condition of Surplus Vehicle:

Prior FY Mileage:  
Prior FY MPG:  
Prior FY Repair Costs:  
Prior FY Maintenance Costs:

**Fleet Management and Business Supervisors Recommendation**

RECOMMEND CONDITIONAL APPROVAL: PENDING G&C FLEET INCREASE AUTHORIZATION. DAS WORKED WITH DES TO REVIEW THEIR FLEET UTILIZATION. NO ADDITIONAL EFFICIENCIES WERE IDENTIFIED; THE FLEET INCREASE IS NECESSARY.

Submission to Commissioner 3/12/2018

Requisition Approved:  Conditionally Approved:  Requisition Denied:   
Search GSA  General Bid Process

Signatory Comments:

Authorizing Authority Signature:

Date 3/14/18

Authorizing Authority Title: Director, DPSS

Vehicle 2 of 2