



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

Executive Office
September 2, 2016

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

REQUESTED ACTION

Pursuant to The Manual of Procedures 305.02, the New Hampshire Department of Transportation is required to forward all permanent state-owned vehicle assignments to Governor and Council for approval. Attached you will find the Department's current list of individuals assigned to these positions.

EXPLANATION

The New Hampshire Department of Transportation has the responsibility to ensure the individuals listed on the attached spreadsheet have the ability to respond on a 24 hour, 7 days per week basis to emergencies resulting from natural and man-made incidents. The vehicles assigned to these individuals are all equipped with radio communication to facilitate command and control. The Department assigns vehicles by position responsibilities and maintains a listing of employees assigned to those positions. As employees change, the Department's listing is updated.

As per the Manual of Procedures 305.02 (c) 4a, the following is supplied for the current list of permanent assigned vehicles and their related positions:

1. Estimate frequency of the use outside regular working hours.
 - Estimated average frequency of the use outside regular working hours by individual throughout the entire year is 5 days/month (60 days/year). Frequency is greater during winter months due to storm events; however incident management and emergency management events are interspersed throughout the course of the year.
2. Examples of required use outside regular working hours.
 - Use of state owned vehicles outside of regular working hours is needed for response to statewide emergencies, highway and bridge incident response, localized natural disasters, winter snow and ice operations, traffic signal outages, railroad signals and crossing issues, construction management, lift bridge malfunctions and toll plaza incidents.
3. Employee home location.
 - The attached listing indicates the employee home location. A number of employees do not travel to their assigned headquarters on a daily basis. Rather they travel directly to work sites.
4. Round trip distance between employee's home and official headquarters.
 - The attached listing indicates the average round trip distance is 60 miles.

5. Estimated annual cost of operation of state owned vehicle for routine travel between employee's residence and official headquarters.
 - The attached listing indicates the average cost of operation per Department vehicle is \$1,457.43 annually.

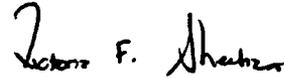
6. Reasons why employees should not be reimbursed for use of own vehicle when duties require travel outside regular working hours in lieu of permanently assigned state vehicle for 24 hours, 7 days a week use.
 - The Commissioner position requires the need of a state vehicle 24/7. He/She must have the ability to tend to any and all emergency situations regarding the Department. Also, the Commissioner must attend numerous nightly meetings. District Engineers and Highway Maintenance Engineers must respond to statewide emergencies, highway incident response, localized natural disasters, winter snow and ice operations, and traffic signal outages.

 - Bridge Maintenance Engineers are vital to respond to bridge incidents and lift bridge malfunctions. Construction Engineers are required for any construction management and emergencies. Turnpike personnel respond to winter snow and ice operations and toll plaza incidents.

 - The response expected by these individuals requires a vehicle that is equipped with a radio capable of communicating via the Department's statewide radio system, equipped with emergency warning lights, adorned with official Departmental markings to allow entry into restricted areas during emergencies, and equipped with appropriate safety equipment and response materials needed for the multitude of situations and weather conditions involved.

We respectfully request your approval of this request.

Sincerely,



Victoria F. Sheehan
Commissioner

New Hampshire Department of Transportation Class IV Driver Report 8/15/2016

NAME	Class	TITLE	BUREAU	HOME LOCATION	HEADQUARTERS	ROUNDTRIP		ESTIMATED FREQUENCY, REGULAR WORK HOURS EACH YEAR
						DISTANCE BETWEEN HOME AND HEADQUARTERS	PROJECTED COST TO DEPARTMENT PER TRIP	
BEAULIEAU, PHILIP	IV	PRINCIPLE ENGINEER DISTRICT 1	DISTRICT 1 HIGHWAY MAINT	WHITEFIELD	LANCASTER	20	\$ 7.40	60
KING, DOUGLAS	IV	PRINCIPLE ENGINEER DISTRICT 2	DISTRICT 2 HIGHWAY MAINT	UNITY	ENFIELD	67	\$ 24.79	60
HANSCOM, ALAN	IV	PRINCIPLE ENGINEER DISTRICT 3	DISTRICT 3 HIGHWAY MAINT	ANDOVER	GILFORD	56	\$ 20.72	60
KALFELZ, JOHN	IV	PRINCIPLE ENGINEER DISTRICT 4	DISTRICT 4 HIGHWAY MAINT	BROOKLINE	SWANZEY	99	\$ 36.63	60
RADWANSKI, RICHARD	IV	PRINCIPLE ENGINEER DISTRICT 5	DISTRICT 5 HIGHWAY MAINT	MANCHESTER	BEDFORD	6	\$ 2.22	60
SCHUTT, BRIAN	IV	PRINCIPLE ENGINEER DISTRICT 6	DISTRICT 6 HIGHWAY MAINT	DOVER	DURHAM	13	\$ 4.81	60
VICTORIA, SHEEHAN F.	IV	COMMISSIONER	EXECUTIVE OFFICE	NASHUA	CONCORD	70	\$ 25.90	60
GOSLING, DOUG	IV	PRINCIPLE ENGINEER	BRIDGE MAINTENANCE	MEREDITH	CONCORD	82	\$ 30.34	60
JOHNSON, STEVE	IV	ENGINEER	BRIDGE MAINTENANCE	CNTR SANDWICH	CONCORD	110	\$ 40.70	60
DOBIBNS, CALEB	IV	CIVIL ENGINEER VII	HIGHWAY MAINTENANCE	HENNIKER	CONCORD	42	\$ 15.54	60
KIROUAC, MARK	IV	SENIOR ENGINEER	HIGHWAY MAINTENANCE	MERRIMACK	CONCORD	55	\$ 20.35	60
BOWLES, JAMES	IV	CIVIL ENGINEER VI	CONSTRUCTION	WONALANCET	CONCORD	136	\$ 50.32	60
METCALF, PAUL	IV	CIVIL ENGINEER VI	CONSTRUCTION	PITTSFIELD	CONCORD	91	\$ 33.67	60
GLINES, STEVEN	IV	CIVIL ENGINEER VI	CONSTRUCTION	LITTLETON	CONCORD	172	\$ 63.64	60
HUNTER, NICKIE	IV	CIVIL ENGINEER VI	CONSTRUCTION	TUFTONBORO	CONCORD	81	\$ 29.97	60
WILSON, DEAN	IV	CIVIL ENGINEER VI	CONSTRUCTION	BEDFORD	CONCORD	56	\$ 20.72	60
FLYNN, SHAUN	IV	CIVIL ENGINEER VI	CONSTRUCTION	MEREDITH	CONCORD	93	\$ 34.41	60
CORCORAN, JOHN	IV	ADMINISTRATOR	TURNPIKE	CONCORD	HOOKSETT	23	\$ 8.51	60
DUPUIS, RENEE	IV	SENIOR ENGINEER TURNPIKE	TURNPIKE	PEMBROKE	HOOKSETT	19	\$ 7.03	60
SMITH, DAVE	IV	SENIOR ENGINEER TURNPIKE	TURNPIKE	GOFFSTOWN	HOOKSETT	22	\$ 8.14	60

AVERAGE ROUTINE MILEAGE	AVERAGE COST PER TRIP ROUTINE TRAVEL	ESTIMATED AVERAGE DAYS USED
65.65	\$ 24.29	60.0

New Hampshire Department of Transportation Class IV Driver Report 8/15/2016

<u>NAME</u>	<u>Class</u>	<u>TITLE</u>	<u>BUREAU</u>	<u>HOME LOCATION</u>	<u>HEADQUARTERS</u>	<u>ANNUALLY TRAVEL</u>	<u>ESTIMATED ANNUAL COST FOR ROUTINE TRAVEL BETWEEN EMPLOYEES</u>		<u>VEHICLE PLATE #</u>	<u>YEAR/MAKE/MODEL</u>
							<u>RESIDENCE AND HEADQUARTERS</u>	<u>VEHICLE</u>		
BEAULIEAU, PHILIP	IV	PRINCIPLE ENGINEER DISTRICT 1	DISTRICT 1 HIGHWAY MAINT	WHITEFIELD	LANCASTER	125	\$ 444.00	H111	2006 Chevy Malibu	
KING, DOUGLAS	IV	PRINCIPLE ENGINEER DISTRICT 2	DISTRICT 2 HIGHWAY MAINT	UNITY	ENFIELD	35	\$ 1,487.40	H114	2006 Chevy Malibu	
HANSCOM, ALAN	IV	PRINCIPLE ENGINEER DISTRICT 3	DISTRICT 3 HIGHWAY MAINT	ANDOVER	GILFORD	90	\$ 1,243.20	H113	2007 Chevy Malibu	
KALLFELZ, JOHN	IV	PRINCIPLE ENGINEER DISTRICT 4	DISTRICT 4 HIGHWAY MAINT	BROOKLINE	SWANZEY	75	\$ 2,197.80	H180	2005 Chevy Malibu	
RADWANSKI, RICHARD	IV	PRINCIPLE ENGINEER DISTRICT 5	DISTRICT 5 HIGHWAY MAINT	MANCHESTER	BEDFORD	25	\$ 133.20	H122	2006 Chevy Malibu	
SCHUTT, BRIAN	IV	PRINCIPLE ENGINEER DISTRICT 6	DISTRICT 6 HIGHWAY MAINT	DOVER	DURHAM	25	\$ 288.60	H116	2010 Ford Fusion	
VICTORIA, SHEEHAN F.	IV	COMMISSIONER	EXECUTIVE OFFICE	NASHUA	CONCORD	130	\$ 1,554.00	H1	2006 Chevy Impala	
GOSLING, DOUG	IV	PRINCIPLE ENGINEER	BRIDGE MAINTENANCE	MEREDITH	CONCORD	95	\$ 1,820.40	H104	2010 Ford Fusion	
JOHNSON, STEVE	IV	ENGINEER	HIGHWAY MAINTENANCE	CNTR SANDWICH	CONCORD	60	\$ 2,442.00	H128	2007 Chevy Malibu	
DOBBS, CALEB	IV	CIVIL ENGINEER VII	HIGHWAY MAINTENANCE	HENNIKER	CONCORD	108	\$ 932.40	H7	2003 Chevy Malibu	
KIROUAC, MARK	IV	SENIOR ENGINEER	HIGHWAY MAINTENANCE	MERRIMACK	CONCORD	208	\$ 1,221.00	H173	2005 Chevy Malibu	
BOWLES, JAMES	IV	CIVIL ENGINEER VI	CONSTRUCTION	WONALANGET	CONCORD	45	\$ 3,019.20	H212	2007 Chevy Malibu	
METCALF, PAUL	IV	CIVIL ENGINEER VI	CONSTRUCTION	PITTSFIELD	CONCORD	68	\$ 2,020.20	H1902	2006 Chevy Malibu	
GLINES, STEVEN	IV	CIVIL ENGINEER VI	CONSTRUCTION	LITTLETON	CONCORD	131	\$ 3,818.40	H243	2011 Ford Fusion	
HUNTER, NICKIE	IV	CIVIL ENGINEER VI	CONSTRUCTION	TUFTONBORO	CONCORD	65	\$ 1,798.20	H1906	2006 Chevy Malibu	
WILSON, DEAN	IV	CIVIL ENGINEER VI	CONSTRUCTION	BEDFORD	CONCORD	96	\$ 1,243.20	H1908	2006 Chevy Malibu	
FLYNN, SHAUN	IV	CIVIL ENGINEER VI	CONSTRUCTION	MEREDITH	CONCORD	78	\$ 2,064.60	H267	2011 Ford Fusion	
CORCORAN, JOHN	IV	ADMINISTRATOR	TURNPIKE	CONCORD	HOOKSETT	200	\$ 510.60	H200	2013 Ford Fusion	
DUPUIS, RENEE	IV	SENIOR ENGINEER TURNPIKE	TURNPIKE	PEMBROKE	HOOKSETT	9	\$ 421.80	H299	2010 Ford Fusion	
SMITH, DAVE	IV	SENIOR ENGINEER TURNPIKE	TURNPIKE	GOFFSTOWN	HOOKSETT	175	\$ 488.40	H009	2014 Ford Fusion	

ESTIMATED
AVERAGE COST
ROUTINE TRAVEL
\$ 1,457.43