

Frank Edelblut  
Commissioner of Education



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STATE OF NEW HAMPSHIRE  
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February 1, 2019

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

REQUESTED ACTION

Authorize the NH Department of Education to hold the Tri State Child Nutrition Conference at Hampshire Hospitality Holdings, LLC dba Mill Falls at the Lake, Meredith, NH (vendor code 157393) on April 30, 2019 and May 1, 2019 for a total meeting cost not to exceed \$7,500.00, effective upon Governor and Council approval through May 1, 2019. 100% Federal Funds.

Funds are available in the account titled, Program Services - Nutrition

	<u>FY 2019</u>
06-56-56-562010-25260000-102-500731 Contracts for Program Services	\$7,500.00

EXPLANATION

The Department of Education, Office of Nutrition Programs and Services administers the United States Department of Education Child Nutrition Programs. These programs offer families in New Hampshire affordable school, after school, summer and child care meals at either a free, reduced or paid status. The Department of Education must provide regulatory training for food service professionals, administrators and directors regarding the regulations in the Federal Child Nutrition Programs. It is only with technical assistance and training that our schools and institutions can be successful and knowledgeable in order to provide children with healthful meals to give them the necessary nutrients their bodies and brains need to be ready to learn and to succeed.

The Tri State Conference allows each of the three states (Maine, Vermont and New Hampshire), the ability to train all attendees in non-state specific regulations found in the federal program. In addition, it gives the participants the ability to interact with one another and to exchange best practices in the child nutrition programs.

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Proposals were requested from the Grand Summit Hotel at Attitash, North Conway Grand Hotel, Red Jacket Inn, Omni Mount Washington Resort, Hampshire Hospitality Holdings, LLC dba Mill Falls, Meredith. All these establishments are located in an area of New Hampshire that is easily accessible by all three States and each facility could handle the numbers of participants.

The Department received a proposal from the Grand Summit at Attitash in the amount of \$3,300.00. Another was received from the Omni Mount Washington Resort in the amount of \$6,500.00. Hampshire Hospitality Holdings, LLC dba Mill Falls at the Lake in Meredith was selected since it offered the lowest price of \$2,195.00 and met the required meeting space to accommodate the program.

In the event federal funds become no longer available, general funds will not be requested to support this event.

Respectfully submitted,



Frank Edelblut  
Commissioner of Education

Tri State Child Nutrition Conference  
April 30-May 1, 2019

Attachment A

Proposal Review Sheet of Three (3) Written Proposals Obtained Via Email Request  
Generated by NH DOE

Grand Summit Hotel at Attitash	\$3,300.00	Offered facility fee and rooms, however going through renovation and cannot offer meals
Omni Mount Washington Resort	\$6,500	Could offer facility, rooms and meals.
Hampshire Hospitality Holdings, LLC dba Mills Falls, Meredith	\$2,195	Could offer facility, rooms and meals.

North Conway Grand Hotel and Red Jacket were also contacted, but declined to give a proposal.

**The Contractor will provide:**

- 1 General session large room
- 5-6 Breakout rooms
- Be able to accommodate 230 participants
- Screens or alternate, such as a blank wall available in all breakout rooms and general session room.
- Meals required (breakfast and lunch), but are reimbursed through registration fees
- Block of 50-75 rooms needed for participants

**NH DOE will provide:**

- LCD projectors
- Laptops

Tri State Child Nutrition Conference  
 April 30-May 1, 2019

NH Department of Education  
 Office of Nutrition Programs and Services

Total Conference Costs

Tri State Child Nutrition Conference	Fees
<b>Facility Conference Fee – Hampshire Hospitality Holdings, LLC dba Mills Falls, Meredith</b> Carriage House for April 30 and May 1, 2019	Breakout Room
Winnepesaukee Ballroom May 1, 2019	General Session room
Chris Craft Room May 1, 2019	Registration room
Ballot Room	Breakout Room
Oval Room	Breakout Room
Golden Pond Room	Breakout Room
Cathedral Room	Breakout Room
Sub Total Facility Fee	\$2,195.00
<b>Workshop Speaker Fee</b>	
Sub Total Speaker Fee	\$2,500.00
<b>Conference materials to include folders, lanyards, handouts, educational materials</b>	
Sub Total Materials	\$2,805.00
<b>Total Conference Costs</b>	<b>\$7,500.00</b>

Tri State Child Nutrition Conference  
April 30-May 1, 2019

**Draft Program**

April 30, 2019

12:00 – 4:00 – Workshop

May 1, 2019

8:00-8:30 – Registration

8:30-9:00 – Welcome

9:00-10:00 – General Session Speaker

10:00-11:15 – Workshop Session 1

11:15-12:30 – Workshop Session 2

12:30-1:15 – Lunch

1:15-2:15 – General Session Speaker

2:30 – 3:45 – Workshop Session 3

3:45 Close

Tri State Child Nutrition Conference  
April 30-May 1, 2019

### List of Participants

Registration is ongoing and a list of those attending will be maintained by the NH Department of Education. Participants include school food service professionals, institution food service professionals, school administrators, school nurses, institution administrators and directors have been invited.