



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES

Thomas S. Burack, Commissioner

March 18, 2013



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

REQUESTED ACTION

Authorize the Department of Environmental Services to accept and expend \$35,000 in additional Subsurface Systems Bureau fees to be used for the purchase of two (2) replacement vehicles, effective upon Governor and Council approval. 100% Subsurface fees.

Funding is to be budgeted as follows:

**Subsurface Systems Bureau
03-44-44-442010-12000000
FY 2013**

Object Class	Title	Current Budget	Requested Action	Revised Budget
Income				
009-403688	Agency Income	(2,318,346.00)	(35,000.00)	(2,353,346.00)
Expenditures				
010-500100	Personal Services - permanent	1,146,213.00	0.00	1,146,213.00
018-500106	Overtime	1,000.00	0.00	1,000.00
020-500200	Current Expense	104,225.00	0.00	104,225.00
022-500248	Rents-Leases other than State	35,000.00	0.00	35,000.00
023-500264	Heat, Electricity, Water	1,775.00	0.00	1,775.00
024-500227	Maintenance Other Than Bldg/Grds	200.00	0.00	200.00
027-502799	Transfers to DOIT	78,303.00	0.00	78,303.00
028-500292	Transfers to General Services	68,359.00	0.00	68,359.00
030-500320	Equipment New Replacement	1,000.00	35,000.00	36,000.00
040-500800	Indirect Costs	82,325.00	0.00	82,325.00
042-500620	Additional Fringe Benefits	135,359.00	0.00	135,359.00
048-500226	Contractual Maint Build-Grnds	1,050.00	0.00	1,050.00
049-500294	Transfers to Other State Agencies	11,909.00	0.00	11,909.00
050-500109	Personal Services Temp	16,826.00	0.00	16,826.00
059-500117	Temp Full Time	29,982.00	0.00	29,982.00
060-500601	Benefits	601,520.00	0.00	601,520.00
066-500546	Employee Training	500.00	0.00	500.00
070-500704	In State Travel	2,000.00	0.00	2,000.00
080-500714	Out of State Travel	800.00	0.00	800.00
Total Expenditures		2,318,346.00	35,000.00	2,353,346.00

EXPLANATION

The New Hampshire Department of Environmental Services, Subsurface Systems Bureau (SSB) is responsible for the review and issuance or denial of permits that govern approximately 80-85% of all development that occurs within the state of New Hampshire. In particular, the SSB is responsible for activities including but not limited to, the review of applications for the subdivision of land and the design of individual sewage disposal systems. The SSB is also responsible for performing on-site inspections of all septic systems installed, and field inspections of subdivisions, to ensure strict compliance with the approved plans.

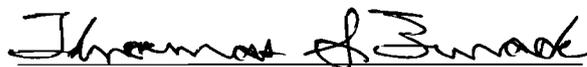
To effectively perform their duties, SSB staff must rely on dependable vehicles. Currently the SSB utilizes two 2008 Ford Escapes with 100,000 miles and 78,000 miles, one 2006 Ford Ranger Pick-up truck with 156,000 miles, one 2005 Chevrolet Malibu with 147,000 miles, and two Ford Taurus', one 2002 with 268,000 miles and one 2001 with 200,000 miles. It is the SSB intent to replace the two Ford Taurus' with new vehicles.

In accordance with Section 4.4, Guidelines for Disposal of the Department of Environmental Services, Fleet Management Plan, *vehicles more than five (5) years old and in excess of 150,000 miles should be considered for disposal, on a case by case basis, particularly if vehicle cost per mile exceeds \$0.10. Other factors to consider include: liability, condition of interior and exterior, and maintenance records.* Department of Environmental Services, Facility Services records indicate that the average cost per mile to operate the above mentioned 2001 Ford Taurus from 2006 to present is \$0.20 per mile and the average cost per mile to operate the above mentioned 2002 Ford Taurus from 2006 to present is \$0.16 per mile. These costs exceed the management plan by 100% and 62.5% respectively. Due to the high mileage, these cars have been unreliable due to relatively minor but still incapacitating maintenance issues. Further, as would be expected, the condition of both the interior and exterior of the vehicles are in poor condition.

Considering the above, the SSB requests approval to budget additional, unanticipated funds from Subsurface Systems Bureau fees in class 30 –Equipment for the purchase of two (2) vehicles from the Department of Administrative Services, Bureau of Purchase and Property's 2013 Vehicle Contract. The vehicles being considered are Specification 2011-12: Jeep Patriot– Sport Utility-small-4WD-4Pass- 4 Door. These vehicles are better suited for the conditions the SSB field personnel vehicles are exposed to on a day to day basis (e.g. construction sites, dirt roads, woods roads) and therefore typical maintenance can be expected to be minimized. No increase is needed for Class 40 - Indirect costs since this is allocated solely on salary and benefits and there were no changes to these classes in this request.

The SSB has recently experienced an increase in the number of permit applications received and anticipates the number of applications to continue to increase as the economy grows. Between the months of July and February of fiscal year 2011, SSB received 2786 applications for septic systems and subdivision lots/units. During the same months in fiscal years 2012 and 2013, SSB received a total of 3013 and 3278 applications respectively. This increase in permit applications equates to additional funds into the Subsurface account.

We respectfully request your approval.



Thomas S. Burack
Commissioner

**Department of Environmental Services
Fiscal Situation
Subsurface Systems
03-44-44-4420010-12000000
FY2013**

Balance Carried Forward July 1, 2012	\$14,954
Revenue collected through 2/28/13	\$1,176,262
Estimated revenue due to be collected	<u>\$1,212,084</u>
Total Available	\$2,403,300
Less Current Budget	<u>\$2,318,346</u>
Available to budget	\$84,954
Less Current Request	<u>\$35,000</u>
Balance Available for budgeting	\$49,954