



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
OFFICE OF THE COMMISSIONER  
25 Capitol Street – Room 120  
Concord, New Hampshire 03301

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VICKI V. QUIRAM  
Commissioner  
(603) 271-3201

JOSEPH B. BOUCHARD  
Assistant Commissioner  
(603) 271-3204

August 1, 2016

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

### REQUESTED ACTION

(I) Authorize the Commissioner of the Department of Administrative Services to make transfers from the Salary Adjustment Fund to agency permanent personnel service accounts after approval by the Director of the Division of Personnel, as authorized under RSA 99:4 during the period of August 24, 2016 to July 21, 2017 (anticipated extended year end closing date) for transfers related to fiscal year 2017 and to report transfers made as soon as practical after each quarter or the year end closing date.

(II) Authorize the Commissioner of the Department of Administrative Services to make transfers from the Benefit Adjustment Fund to agency benefit accounts, as authorized under RSA 9:17C during the period of August 24, 2016 to July 21, 2017 (anticipated extended year end closing date) for transfers related to fiscal year 2017 and to report transfers made as soon as practical after each quarter or the year end closing date.

### EXPLANATION

RSA 99:4 provides for the Department of Administrative Services to quarterly transfer excess appropriations from agency permanent personnel service accounts to the Salary Adjustment Account. The Salary Adjustment Account is then available for transfer to departments whose accounts are deficient for permanent personnel. The Benefit Adjustment Account operates in a similar manner under RSA 9:17-c, and is used to fund agencies, which do not have sufficient funds to pay for the normal benefits. This Authority to transact for the period is requested in advance because a rapid approval process is necessary to prevent accounts from exceeding their appropriation balance.

Transfers transacted under authority granted are reported in arrears. Attached are all salary and benefits transfers related to the period April 1 – June 30, 2016 and transacted through the year end closing date of July 22, 2016. There were no transfers prior to April 1, 2016.

Respectfully submitted,

Vicki V. Quiram  
Commissioner

VVQ/tmh  
Attachments



**New Hampshire  
Governor's Commission on Disability**

**"Removing Barriers to Equality"**



*JB  
JMK*

Margaret Wood Hassan, Governor  
Paul Van Blarigan, Chair  
Charles J. Saia, Executive Director

June 30, 2016

Her Excellency, Governor Margaret Wood Hassan  
And the Honorable Council  
State House Annex, Room 120  
Concord NH 03301

**REQUESTED ACTION**

Pursuant to RSA 9:17-c, the Governor's Commission on Disability respectfully requests a transfer from the Employee Benefit Adjustment Fund in the amount of \$3,640.00 to accounting unit 01-02-02-020510-10040000-060-500602, effective upon Governor & Council approval through June 30, 2016.

Employee Benefit Adjustment Account	(\$3,640)
01-02-02-020510-10040000-60-500602	\$3,640

**EXPLANATION**

The shortfall in class 60 is due to a change in positions during the FY 16 year of a 100% Generally Funded position within the Governor's Commission on Disability's office that drastically impacted the budgeted benefit appropriation class. The Governor's Commission on Disability will lapse equivalent funds from Class 10-500100 to cover this request.

Respectfully requested,

Charles J. Saia, Executive Director  
Governor's Commission on Disability



State of New Hampshire  
 DEPARTMENT OF ADMINISTRATIVE SERVICES  
 OFFICE OF THE COMMISSIONER  
 25 Capitol Street – Room 120  
 Concord, New Hampshire 03301

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VICKI V. QUIRAM  
 Commissioner  
 (603)-271-3201

JOSEPH B. BOUCHARD  
 Assistant Commissioner  
 (603)-271-3204

June 28, 2016

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

**REQUESTED ACTION**

Pursuant to RSA 99:4, The Salary Adjustment Account, authorize the Commissioner of the Department of Administrative Services to transfer \$23,669.00 in general funds from the Salary Adjustment Account to the Department of Administrative Services divisions listed below effective the date of Governor and Council for the State Fiscal Year ending June 30, 2016. **100% General Funds**

<u>Accounting Unit</u>	<u>Account Number</u>	<u>Amount</u>
Commissioner-Administration	01-14-14-140010-10420000-010-500100	\$ 2,874.00
Financial Reporting	01-14-14-140510-13300000-010-500100	\$ 741.00
Business Office	01-14-14-140010-13600000-010-500100	\$ 2,955.00
Bureau of Planning-Mgmt	01-14-14-141510-14110000-010-500100	\$ 8.00
Plant-Property Administration	01-14-14-141510-14400000-010-500100	\$ 9,991.00
Purchasing Administration	01-14-14-141510-78860000-010-500100	\$ 3,400.00
Centralized Mail Distribution	01-14-14-141510-80500000-010-500100	\$ 11.00
Financial Reporting	01-14-14-140510-13300000-011-500126	\$ 1.00
Plant-Property Administration	01-14-14-141510-14400000-011-500126	\$ 3,688.00
<b>TOTAL</b>		<b>\$ 23,669.00</b>

**EXPLANATION**

The above requested transfers are to cover shortfalls in salary classes through the end of Fiscal Year 2016. The shortfalls in the above accounts resulted from incumbents being paid at a higher pay grade than the budgeted rate, as well as unforeseen expenses associated with retirement payments.

Fund amounts from the Department transferred to the Salary Adjustment Funds during fiscal year 2016, as well as balances available at year-end represents sufficient amounts to support this request.

Respectfully submitted,

*Vicki V. Quiram*

Vicki V. Quiram  
 Commissioner

*dm*



State of New Hampshire  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
OFFICE OF THE COMMISSIONER  
25 Capitol Street – Room 120  
Concord, New Hampshire 03301

VICKI V. QUIRAM  
Commissioner  
(603)-271-3201

JOSEPH B. BOUCHARD  
Assistant Commissioner  
(603)-271-3204

June 28, 2016

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

**REQUESTED ACTION**

Pursuant to RSA 9:17-c, Employee Benefit Adjustment Account, authorize the Commissioner of the Department of Administrative Services to transfer \$29,787.00 in general funds from the Benefit Adjustment Account to the Department of Administrative Services divisions listed below effective the date of Governor and Council for State Fiscal Year ending June 30, 2016. **100% General Funds**

<u>Accounting Unit</u>	<u>Account Number</u>	<u>Amount</u>
Commissioner-Administration	01-14-14-140010-10420000-060-500602	\$ 2,141.00
Bureau of Accounting	01-14-14-140510-13100000-060-500602	\$ 3,558.00
Business Office	01-14-14-140010-13600000-060-500602	\$ 4,480.00
Plant-Property Administration	01-14-14-141510-14400000-060-500602	\$ 18,623.00
Lakes Region Campus	01-14-14-141510-53200000-060-500602	\$ 819.00
Purchasing Administration	01-14-14-141510-78860000-060-500602	\$ 166.00
<b>TOTAL</b>		<b>\$ 29,787.00</b>

**EXPLANATION**

The above requested transfers are to cover shortfalls in the benefit classes through the end of Fiscal Year 2016. The shortfalls in the above accounts are due to changes in employee healthcare coverage from single plan to family plan, and the budgeted benefits being insufficient for the step and health plan for employees.

Fund amounts from the Department transferred to the Benefit Adjustment Funds during fiscal year 2016, as well as balances available at year-end represents sufficient amounts to support this request.

Respectfully submitted,

*Vicki V. Quiram*

Vicki V. Quiram  
Commissioner



**State of New Hampshire**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 OFFICE OF THE COMMISSIONER  
 25 Capitol Street – Room 120  
 Concord, New Hampshire 03301

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VICKI V. QUIRAM  
 Commissioner  
 (603)-271-3201

JOSEPH B. BOUCHARD  
 Assistant Commissioner  
 (603)-271-3204

June 28, 2016

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

**REQUESTED ACTION**

Pursuant to RSA 99:4, The Salary Adjustment Account, authorize the Commissioner of the Department of Administrative Services to transfer \$31,827.00 in non-general funds from the Salary Adjustment Account to the Department of Administrative Services divisions listed below effective the date of Governor and Council for State Fiscal Year 2016 ending June 30, 2016. **100% Transfer from other agency (rental income) and agency income**

<b><u>Accounting Unit</u></b>	<b><u>Account Number</u></b>	<b><u>Amount</u></b>
Personnel Administration	01-14-14-141010-10440000-009-407017	\$ (2,973.00)
	01-14-14-141010-10440000-010-500100	\$ 2,973.00
Deferred Comp	01-14-14-140010-13070000-009-407067	\$ (3.00)
	01-14-14-140010-13070000-010-500100	\$ 3.00
Spaulding Hall	01-14-14-141510-20970000-001-482826	\$ (207.00)
	01-14-14-141510-20970000-010-500100	\$ 207.00
Dept of Safety/DMV Facility	01-14-14-141510-29510000-001-482823	\$ (6,593.00)
	01-14-14-141510-29510000-010-500100	\$ 6,593.00
DOT Buildings	01-14-14-141510-29520000-001-482896	\$ (4,052.00)
	01-14-14-141510-29520000-010-500100	\$ 4,052.00
Surplus Property	01-14-14-141510-81000000-009-402165	\$(17,998.00)
	01-14-14-141510-81000000-010-500100	\$ 17,998.00
Risk Management Unit	01-14-14-143510-29010000-009-407017	\$ (1.00)
	01-14-14-143510-29010000-011-500126	\$ 1.00

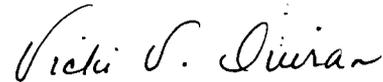
Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
June 28, 2016  
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**EXPLANATION**

The above requested transfers are to cover shortfalls in salary classes through the end of Fiscal Year 2016. The shortfalls in the above accounts resulted from incumbents being paid at a higher pay grade than the budgeted rate, as well as unforeseen expenses associated with retirement payments.

Funds are anticipated to lapse in other program classes that will cover these additional appropriations.

Respectfully submitted,



Vicki V. Quiram  
Commissioner

dm



**State of New Hampshire**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 OFFICE OF THE COMMISSIONER  
 25 Capitol Street – Room 120  
 Concord, New Hampshire 03301

VICKI V. QUIRAM  
 Commissioner  
 (603)-271-3201

JOSEPH B. BOUCHARD  
 Assistant Commissioner  
 (603)-271-3204

June 28, 2016

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

**REQUESTED ACTION**

Pursuant to RSA 9:17-c, Employee Benefit Adjustment Account, authorize the Commissioner of the Department of Administrative Services to transfer \$21,498.00 in non-general funds from the Benefit Adjustment Account to the Department of Administrative Services divisions listed below effective the date of Governor and Council for fiscal year 2016 ending June 30, 2016. **100% Transfer from other agency (rental income) and agency income**

<b><u>Accounting Unit</u></b>	<b><u>Account Number</u></b>	<b><u>Amount</u></b>
Deferred Comp	01-14-14-140010-13070000-009-407067	\$ (113.00)
	01-14-14-140010-13070000-060-500602	\$ 113.00
Fish & Game Bldg	01-14-14-141510-20720000-001-482875	\$ (27.00)
	01-14-14-141510-20720000-060-500602	\$ 27.00
Spaulding Hall	01-14-14-141510-20970000-001-482826	\$ (516.00)
	01-14-14-141510-20970000-060-500602	\$ 516.00
DOP Retirement & Insur Bene	01-14-14-141010-24030000-009-407017	\$ (6,944.00)
	01-14-14-141010-24030000-060-500602	\$ 6,944.00
Dept of Safety/DMV Facility	01-14-14-141510-29510000-001-482823	\$ (11,243.00)
	01-14-14-141510-29510000-060-500602	\$ 11,243.00
Surplus Property	01-14-14-141510-81000000-009-402165	\$ (2,655.00)
	01-14-14-141510-81000000-060-500602	\$ 2,655.00

**EXPLANATION**

The above requested transfer is to cover shortfalls in benefit classes through the end of Fiscal Year 2016. The shortfalls in the above accounts are due to changes in employee healthcare coverage from single plan to family plan, and the budgeted benefits being insufficient for the step and health plan for employees.

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
June 28, 2016  
Page 2 of 2

Funds are anticipated to lapse in other program classes that will cover these additional appropriations.

Respectfully submitted,

A handwritten signature in cursive script that reads "Vicki V. Quiram".

Vicki V. Quiram  
Commissioner

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**New Hampshire**  
Department of Agriculture,  
Markets & Food

JUL 14 2016 PM 0:08:19

Lorraine S. Merrill, Commissioner

July 13, 2016

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

**REQUESTED ACTION**

The Department of Agriculture, Markets & Food (NHDAMF) respectfully requests authorization for the following transfer be authorized in the amount of \$7,536 from the Benefit Adjustment Fund, pursuant to NH RSA 9:17-c, to cover appropriation shortfalls for FY 2016, as follows:

<u>Account Description</u>	<u>Account Number</u>	<u>Amount</u>
Office of Commissioner	010-018-2500-060	\$ 325
Plant Industry	010-018-2135-060	<u>7,211</u>
Benefit Adjustment Account		\$7,536

**EXPLANATION**

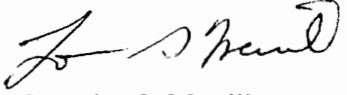
NHDAMF has reviewed all benefits accounts and found this shortage was caused by a medical& dental benefit plans change.

The above noted transfer will be partially offset by \$21,454.02 in benefit appropriations expected to lapse at the end of the fiscal year, as outlined below:

<u>Account Description</u>	<u>Account Number</u>	<u>Amount</u>
Weights & Measures	010-018-2133-060	\$ 7,293.53
Regulatory Services	010-018-2600-060	3,543.44
Animal Industry	010-018-2700-060	7,130.99
Board of Vet Medicine	010-018-2948-060	1,146.52
Pesticide Control	010-018-2137-060	1,487.36
Apiary Inspections	010-018-2147-060	196.71
Agricultural Development	010-018-2810-060	<u>655.47</u>
Benefit Adjustment Account		\$21,454.02

Your approval of the transfer will insure that the Department meets its obligations to its employees. Thank you for your consideration.

Respectfully submitted,



Lorraine S. Merrill  
Commissioner

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**ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER  
ATTORNEY GENERAL



ANN M. RICE  
DEPUTY ATTORNEY GENERAL

June 29, 2016

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

Your Excellency and Members of the Council:

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Salary Adjustment Account, authorize the Commissioner, Department of Administrative Services to transfer \$2,495 of 100% non-general funds, and further accept and expend the additional non-general funds in the following accounts:

<b><u>Bureau/Unit</u></b>	<b><u>Description</u></b>	<b><u>Accounting Unit</u></b>	<b><u>Amount</u></b>
Transportation	Personal Services Perm Classified	02-20-20-201010-2623-010-500100	\$2,495
Transportation	002-Trs. From Dept. of Transportation	02-20-20-201010-2623-002-406053	(\$2,495)

**EXPLANATION**

The above requested transfer is to cover the shortfall in salaries for the Transportation and Construction Bureau through the end of fiscal year 2016. The shortfall is a result of staff retirement payouts from this accounting unit.

Please let me know if you have any questions regarding this request. Your consideration is greatly appreciated.

Respectfully requested,

  
Joseph A. Foster  
Attorney General

#1449222

**ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER  
ATTORNEY GENERAL



ANN M. RICE  
DEPUTY ATTORNEY GENERAL

*Ann M. Rice*  
TMR

May 27, 2016

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

Your Excellency and Members of the Council:

**REQUESTED ACTION**

Pursuant to RSA 9:17-c, the Benefit Adjustment Account, authorize the Commissioner, Department of Administrative Services to transfer \$8,655 in general funds to the Department of Justice, and further accept and expend the additional general funds in the following accounts:

<u>Description</u>	<u>Accounting Unit</u>	<u>Amount</u>
Benefits	02-20-20-200510-2614-060-500601	\$8,655

**EXPLANATION**

The above requested transfer is to cover the shortfall in benefits through the end of fiscal year 2016. The shortfall in benefits is attributed to actual benefit costs being higher than what was budgeted. Funds are available in other benefit classes within the Department which will offset this request.

Please let me know if you have any questions regarding this request. Your consideration is greatly appreciated.

Respectfully requested,

Joseph A. Foster  
Attorney General

#1431453

Beet  
TMR

**ATTORNEY GENERAL**  
**DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER  
ATTORNEY GENERAL

ANN M. RICE  
DEPUTY ATTORNEY GENERAL



May 27, 2016

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

Your Excellency and Members of the Council:

**REQUESTED ACTION**

Pursuant to RSA 9:17-c, the Benefit Adjustment Account, authorize the Commissioner, Department of Administrative Services to transfer \$950 of 100% Highway Funds, and further accept and expend the additional Highway Funds in the following account:

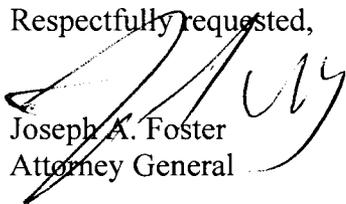
<u>Description</u>	<u>Accounting Unit</u>	<u>Amount</u>
Benefits	02-20-20-201015-9087-060-500601	\$950

**EXPLANATION**

The above requested transfer is to cover the shortfall in benefits for the Witness Fees Highway Fund Unit through the end of fiscal year 2016. The shortfall is a result of benefit costs being higher than what was originally budgeted.

Please let me know if you have any questions regarding this request. Your consideration is greatly appreciated.

Respectfully requested,

  
Joseph A. Foster  
Attorney General

#1427625

ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER  
ATTORNEY GENERAL



ANN M. RICE  
DEPUTY ATTORNEY GENERAL

May 27, 2016

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

Your Excellency and Members of the Council:

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Salary Adjustment Account, authorize the Commissioner, Department of Administrative Services to transfer \$6,175 in general funds to the Department of Justice, and further accept and expend the additional general funds in the following accounts:

<u>Description</u>	<u>Accounting Unit</u>	<u>Amount</u>
Salary Other Unclassified	02-20-20-200010-2601-015-500137	\$1,225
Personal Services Perm Classified	02-20-20-200510-2616-010-500100	\$4,950
		<u>\$6,175</u>

**EXPLANATION**

The above requested transfer is to cover the shortfall in salaries through the end of fiscal year 2016. The shortfall in salaries is attributed to actual pay being higher than what was budgeted. Funds are available in other payroll classes within the Department which will offset this request.

Please let me know if you have any questions regarding this request. Your consideration is greatly appreciated.

Respectfully requested,

Joseph A. Foster  
Attorney General

#1427641

ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER  
ATTORNEY GENERAL



ANN M. RICE  
DEPUTY ATTORNEY GENERAL

*Beauchamp*  
*SPJ*  
*TRH*

May 27, 2016

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

Your Excellency and Members of the Council:

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Salary Adjustment Account, authorize the Commissioner, Department of Administrative Services to transfer \$14,150 of 100% non-general funds, and further accept and expend the additional non-general funds in the following accounts:

<u>Description</u>	<u>Accounting Unit</u>	<u>Amount</u>
002-Trs. From Dept. of Transportation	02-20-20-201010-2623-002-406053	(\$14,150)
Personal Services Perm Classified	02-20-20-201010-2623-010-500100	\$14,150

**EXPLANATION**

The above requested transfer is to cover the shortfall in salaries for the Transportation and Construction Bureau through the end of fiscal year 2016. The shortfall is a result of staff retirement payouts from this accounting unit.

Please let me know if you have any questions regarding this request. Your consideration is greatly appreciated.

Respectfully requested,

  
Joseph A. Foster  
Attorney General

#1427630

OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION  
STATE OF NEW HAMPSHIRE  
DIVISION OF ADMINISTRATION

121 South Fruit Street  
Concord, N.H. 03301-2412  
Telephone 603-271-3800

NEW HAMPSHIRE  
MAY 13 2016

*Beaula  
SFW  
TMP*

SARAH T. BLODGETT  
Acting Executive Director

KIRA HAGEMAN  
Director of Administration



May 13, 2016

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

**REQUESTED ACTION**

Pursuant to RSA 99:4, The Salary Adjustment Account, authorize the Commissioner of the Department of Administrative Services to transfer \$33,483 in general funds from the Salary Adjustment Account to the Office of Professional Licensure and Certification as follows:

<u>Description</u>	<u>Account Number</u>	<u>Amount</u>
Technical Professions	01-21-21-212010-24050000-010-500100	\$33,483

**EXPLANATION**

The above requested transfer is to cover the shortfall in salaries through the end of Fiscal Year 2016. The shortfall is attributed to the payout of an employee moving from classified to unclassified status.

Fund amounts from the Agency transferred to the Salary Adjustment Fund during Fiscal Year 2016 more than offset this request.

Thank you for your consideration of this request.

Respectfully requested,

*Kira L. Hageman*

Kira L. Hageman  
Director of Administration

OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION  
STATE OF NEW HAMPSHIRE  
DIVISION OF ADMINISTRATION

121 South Fruit Street  
Concord, N.H. 03301-2412  
Telephone 603-271-3800

MAY 13 2016

*Beaulac*  


SARAH T. BLODGETT  
Acting Executive Director

KIRA HAGEMAN  
Director of Administration



May 13, 2016

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

**REQUESTED ACTION**

Pursuant to RSA 9:17c, Employee Benefit Adjustment Account, authorize the Commissioner of the Department of Administrative Services to transfer \$48,396 in general funds from the Employee Benefit Adjustment Account to the Office of Professional Licensure and Certification as follows:

<u>Description</u>	<u>Account Number</u>	<u>Amount</u>
Technical Professions	01-21-21-212010-24050000-060-500602	\$48,396

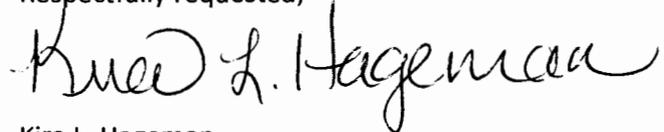
**EXPLANATION**

The above requested transfer is to cover the shortfall in benefits through the end of Fiscal Year 2016. The shortfall is attributed to the actual benefits being higher than what was budgeted.

Fund amounts from the Agency transferred to the Benefit Adjustment Fund during Fiscal Year 2016 more than offset this request.

Thank you for your consideration of this request.

Respectfully requested,



Kira L. Hageman  
Director of Administration

*DM  
JW  
EM*



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

June 29, 2016

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

### Requested Action

Pursuant to RSA 99:4, Salary Adjustment Fund, the Department of Safety requests to transfer Highway Funds in the amount of \$1,000.00 to cover the projected shortage in the Division of Administration. Effective upon Governor and Council approval for State Fiscal Year 2016 ending June 30, 2016.

02-023-023-232015-23200000 Dept. of Safety – Div. of Administration – Equipment Control	
010-500100 Regular Officers and Employees	\$1,000.00
Total	<u>\$1,000.00</u>

### Explanation

This request is to cover shortfalls in salary costs through the end of SFY 2016 attributed to an unanticipated retirement. While this request represents an expense to the Highway Fund, the Department of Safety will lapse salary appropriations in other Highway Funded accounts such that the Department will have operated within the Highway Fund budget for this fiscal year.

Respectfully submitted,

*J. John J. Barthelmes*  
John J. Barthelmes  
Commissioner of Safety

*Handwritten initials/signature in top right corner.*



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

June 29, 2016

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

### Requested Action

Pursuant to RSA 99:4, Salary Adjustment Fund, the Department of Safety requests to transfer from the Salary Adjustment Fund in the amount of \$100.00 to the following non-general funded account. Effective upon Governor and Council approval for State Fiscal Year 2016 ending June 30, 2016.

02-023-023-233015-31010000 Dept. of Safety – Division of Motor Vehicles – Pupil Transportation  
009-407017  
Agency Income (100.00)

010-500100  
Personal Services – Perm \$100.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2016 attributed to insufficient funds budgeted based on the salary and step of the incumbent.

Respectfully submitted,

*Handwritten signature of John J. Barthelmes*  
John J. Barthelmes  
Commissioner of Safety



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER

33 HAZEN DR. CONCORD, NH 03305

603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

*DM*  
*SP*  
*TMP*

June 29, 2016

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

### Requested Action

Pursuant to RSA 99:4, Employee Salary Adjustment Fund, the Department of Safety requests to transfer Highway Funds in the amount of \$300.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2016 ending June 30, 2016.

02-023-023-234015-31060000 Dept. of Safety – Division of State Police – MCSAP Grant  
010-500100  
Personal Services – Perm \$300.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2016 attributed to insufficient funds budgeted based on the salary and step of the incumbent.

Respectfully submitted,

*J. Ken. P. O. Bar*  
John J. Barthelmes  
Commissioner of Safety

*John J. Barthelmes*



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

June 29, 2016

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

### Requested Action

Pursuant to RSA 99:4, Salary Adjustment Fund, the Department of Safety requests to transfer from the Salary Adjustment Fund in the amount of \$1,200.00 to the following non-general funded account. Effective upon Governor and Council approval for State Fiscal Year 2016 ending June 30, 2016.

02-023-023-234015-31060000 Dept. of Safety – Division of State Police – MCSAP Grant	
009-403914	
Federal Funds	(\$1,200.00)
010-500100	
Personal Services – Perm	\$1,200.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2016 attributed to insufficient funds budgeted based on the salary and step of the incumbent.

Respectfully submitted,

*f. Ken P. O'Brien*  
John J. Barthelmes  
Commissioner of Safety

*Jm*  
*SP*  
*MP*



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER

33 HAZEN DR. CONCORD, NH 03305

603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

July 5, 2016

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

### Requested Action

Pursuant to RSA 99:4, Employee Salary Adjustment Fund, the Department of Safety requests to transfer General Funds in the amount of \$16,688.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2016 ending June 30, 2016.

02-023-023-234015-40030000	Dept. of Safety – Division of State Police – Traffic Bureau	
010-500100		
Personal Services – Perm		\$16,688.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2016 attributed to the projections prior to the salary sweep did not take into a count a number of positions being filed at a later date resulting in a deficiency in the accounting unit after the salary sweep.

Respectfully submitted,

*J. Ken P. O'Brien*  
John J. Barthelmes  
Commissioner of Safety

*Handwritten initials and signature in the top right corner.*



# State of New Hampshire

DEPARTMENT OF SAFETY  
 OFFICE OF THE COMMISSIONER  
 33 HAZEN DR. CONCORD, NH 03305  
 603/271-2791

JOHN J. BARTHELMES  
 COMMISSIONER

July 5, 2016

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

**Requested Action**

Pursuant to RSA 99:4, Employee Salary Adjustment Fund, the Department of Safety requests to transfer Highway Funds in the amount of \$8,000.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2106 ending June 30, 2016.

02-023-023-234015-40030000 Dept. of Safety – Division of State Police – Traffic Bureau  
 010-500100  
 Personal Services – Perm \$8,000.00

**Explanation**

This request is to cover a shortfall in salary costs through the end of SFY 2016 attributed to the projections prior to the salary sweep did not take into a count a number of positions being filed at a later date resulting in a deficiency in the accounting unit after the salary sweep.

Respectfully submitted,

*Handwritten signature of John J. Barthelmes*  
 John J. Barthelmes  
 Commissioner of Safety



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

July 5, 2016

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

### Requested Action

Pursuant to RSA 99:4, Employee Salary Adjustment Fund, the Department of Safety requests to transfer Turnpike Funds in the amount of \$7,312.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2016 ending June 30, 2016.

02-023-023-234015-40030000	Dept. of Safety – Division of State Police – Traffic Bureau	
010-500100		
Personal Services – Perm		\$7,312.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2016 attributed to the projections prior to the salary sweep did not take into a count a number of positions being filed at a later date resulting in a deficiency in the accounting unit after the salary sweep.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety



# State of New Hampshire

DEPARTMENT OF SAFETY  
 OFFICE OF THE COMMISSIONER  
 33 HAZEN DR. CONCORD, NH 03305  
 603/271-2791

JOHN J. BARTHELMES  
 COMMISSIONER

June 30, 2016

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

**Requested Action**

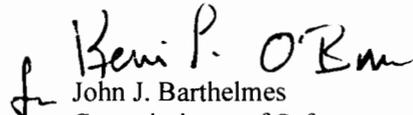
Pursuant to RSA 9:17c, Employee Benefit Adjustment Fund, the Department of Safety requests a transfer from the Benefit Adjustment Fund in the amount of \$2,500.00 to the following non-general funded account. Effective upon Governor and Council approval for State Fiscal Year 2016 ending June 30, 2016.

02-023-023-233010-11100000	Dept. of Safety – Div. of Motor Vehicles – Driver Safety Education	
009-405372		
Agency Income		(\$2,500.00)
060-500602		
Health Ins Benefit (Perm)		\$2,500.00

**Explanation**

This request is to cover a shortfall in benefit costs through the end of SFY 2016 attributed to insufficient funds budgeted based on the benefits of the incumbent.

Respectfully submitted,

  
 John J. Barthelmes  
 Commissioner of Safety

*John J. Barthelmes*

JUL 07 16 10:11 AM



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

June 29, 2016

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

### Requested Action

Pursuant to RSA 9:17c, Employee Benefit Adjustment Fund, the Department of Safety requests to transfer from the Benefit Adjustment Fund in the amount of \$1,500.00 to the following non-general funded account. Effective upon Governor and Council approval for State Fiscal Year 2016 ending June 30, 2016.

02-023-023-233015-31010000	Dept. of Safety – Div. of Motor Vehicles – Pupil Transportation	
009-407017		
Agency Income		(\$1,500.00)
060-500602		
Health Ins Benefit (Perm)		\$ 1,500.00

### Explanation

This request is to cover a projected shortage in benefits in the above account through the end of SFY 2016 that is attributed to insufficient funds budgeted based on the benefits of the incumbent.

Respectfully submitted,

*John J. Barthelmes*  
John J. Barthelmes  
Commissioner of Safety

Jan  
SPW  
EMIP



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER

33 HAZEN DR. CONCORD, NH 03305

603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

May 31, 2016

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

### Requested Action

Pursuant to RSA 99:4, Salary Adjustment Fund, the Department of Safety requests to transfer Highway Funds in the amount of \$18,000.00 to cover the projected shortage in the Division of Administration. Effective upon Governor and Council approval through June 30, 2016.

02-023-023-232015-23200000 Dept. of Safety – Div. of Administration – Equipment Control	
010-500100 Regular Officers and Employees	\$18,000.00
Total	<u>\$18,000.00</u>

### Explanation

This request is to cover shortfalls in salary costs through the end of SFY 2016 that is attributed to an unanticipated retirement. While this request represents an expense to the Highway Fund, the Department of Safety will lapse salary appropriations in other Highway Funded accounts such that the Department will have operated within the Highway Fund budget for this fiscal year.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety

*John J. Barthelmes*



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

May 31, 2016

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

### Requested Action

Pursuant to RSA 99:4, Salary Adjustment Fund, the Department of Safety requests to transfer from the Salary Adjustment Fund in the amount of \$2,000.00 to the following non-general funded account. Effective upon Governor and Council approval through June 30, 2016.

02-023-023-233015-31010000	Dept. of Safety – Division of Motor Vehicles – Pupil Transportation	
009-407017		
Agency Income		(\$2,000.00)
010-500100		
Personal Services – Perm		\$2,000.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2016 attributed to insufficient funds budgeted based on the salary and step of the incumbent.

Respectfully submitted,

*John J. Barthelmes*  
John J. Barthelmes  
Commissioner of Safety

*John J. Barthelmes*



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

May 31, 2016

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

### Requested Action

Pursuant to RSA 9:17c, the Department of Safety requests a transfer from the Benefit Adjustment Fund in the amount of \$2,000.00 to the following non-general funded account. Effective upon Governor and Council approval through June 30, 2016.

02-023-023-233010-11100000 Dept. of Safety – Div. of Motor Vehicles – Driver Safety Education	
009 - 405372	
Agency Income	(\$2,000.00)
060 – 500602	
Health Ins Benefit (Perm)	\$2,000.00

### Explanation

This request is to cover a shortfall in benefit costs through the end of SFY 2016 attributed to insufficient funds budgeted based on the benefits of the incumbent.

Respectfully submitted,

*John J. Barthelmes*  
John J. Barthelmes  
Commissioner of Safety



State of New Hampshire  
DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

May 31, 2016

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

**Requested Action**

Pursuant to RSA 9:17c, Employee Benefit Adjustment Fund, the Department of Safety requests to transfer from the Benefit Adjustment Fund in the amount of \$5,000.00 to the following non-general funded account. Effective upon Governor and Council approval through June 30, 2016.

02-023-023-233015-31010000	Dept. of Safety – Div. of Motor Vehicles – Pupil Transportation
009-407017	
Agency Income	(\$5,000.00)
060-500602	
Health Ins Benefit (Perm)	\$ 5,000.00

**Explanation**

This request is to cover a projected shortage in benefits in the above account through the end of SFY16 that is attributed insufficient funds were budgeted based on the benefits of the incumbent.

Respectfully submitted,

John J. Barthelmes  
Commissioner of Safety





# State of New Hampshire

DEPARTMENT OF SAFETY  
 OFFICE OF THE COMMISSIONER  
 33 HAZEN DR. CONCORD, NH 03305  
 603/271-2791

JOHN J. BARTHELMES  
 COMMISSIONER

July 18, 2016

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

## Requested Action

Pursuant to RSA 99:4, Salary Adjustment Fund, the Department of Safety requests to transfer from the Salary Adjustment Fund in the amount of \$3,500.00 to the following non-general funded account. Effective upon Governor and Council approval for State Fiscal Year 2016 ending June 30, 2016.

02-023-023-310015-31000000 Dept. of Safety – Division of Motor Vehicles – Admin-Division of Motor Vehicles  
 009-407017  
 Agency Income (\$3,500.00)

011-500126  
 Salary Unclassified \$3,500.00

## Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2016 attributed to insufficient funds budgeted based on the salary and step of the incumbent.

Respectfully submitted,

  
 John J. Barthelmes  
 Commissioner of Safety

Elm  
SFW  
THP



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

July 18, 2016

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

### Requested Action

Pursuant to RSA 99:4, Salary Adjustment Fund, the Department of Safety requests to transfer from the Salary Adjustment Fund in the amount of \$1,841.00 to the following non-general funded account. Effective upon Governor and Council approval for State Fiscal Year 2016 ending June 30, 2016.

02-023-023-231015-23000000 Dept. of Safety – Office of the Commissioner – Office of the Commissioner  
009-405921  
Agency Income (\$1,841.00)

010-500100  
Personal Services – Perm \$1,841.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2016 attributed to insufficient funds budgeted based on the salary and step of the incumbent.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety

John  
S.W.  
T.M.P.

JUL 19 '16 PM 3:08 043



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

July 18, 2016

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

### Requested Action

Pursuant to RSA 99:4, Employee Salary Adjustment Fund, the Department of Safety requests to transfer Highway Funds in the amount of \$50.00 to cover a projected shortage in the Office of the Commissioner. Effective upon Governor and Council approval for State Fiscal Year 2106 ending June 30, 2016.

02-023-023-231015-23000000 Dept. of Safety – Office of the Commissioner – Office of the Commissioner  
010-500100  
Personal Services – Perm \$50.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2016 attributed to insufficient funds budgeted based on the salary and step of the incumbent.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety

*John  
S.W.  
JMB*



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER

33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

July 18, 2016

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

### Requested Action

Pursuant to RSA 99:4, Employee Salary Adjustment Fund, the Department of Safety requests to transfer General Funds in the amount of \$1,609.00 to cover a projected shortage in the Office of the Commissioner. Effective upon Governor and Council approval for State Fiscal Year 2016 ending June 30, 2016.

02-023-023-231015-23000000	Dept. of Safety – Office of the Commissioner – Office of the Commissioner	
010-500100		
Personal Services – Perm		\$1,609.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2016 attributed to insufficient funds budgeted based on the salary and step of the incumbent.

Respectfully submitted,

*John J. Barthelmes*  
John J. Barthelmes  
Commissioner of Safety



JUL 19 2016 10:50 AM

# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

July 18, 2016

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

### Requested Action

Pursuant to RSA 99:4, Employee Salary Adjustment Fund, the Department of Safety requests to transfer Turnpike Funds in the amount of \$686.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2016 ending June 30, 2016.

02-023-023-234015-40030000     Dept. of Safety – Division of State Police – Traffic Bureau  
010-500100  
Personal Services – Perm     \$686.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2016 attributed to the projections prior to the salary sweep did not take into a count a number of positions being filed at a later date resulting in a deficiency in the accounting unit after the salary sweep.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety

*DM*  
*SW*  
*TMR*

JUL 18 2016 PM 2:07 DFG



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER

33 HAZEN DR. CONCORD, NH 03305

603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

July 18, 2016

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

### Requested Action

Pursuant to RSA 99:4, Employee Salary Adjustment Fund, the Department of Safety requests to transfer Highway Funds in the amount of \$750.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2106 ending June 30, 2016.

02-023-023-234015-40030000 Dept. of Safety – Division of State Police – Traffic Bureau  
010-500100  
Personal Services – Perm \$750.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2016 attributed to the projections prior to the salary sweep did not take into a count a number of positions being filed at a later date resulting in a deficiency in the accounting unit after the salary sweep.

Respectfully submitted,

*John J. Barthelmes*  
John J. Barthelmes  
Commissioner of Safety

JUL 18 '16 11:07 AM

SW  
TMR



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

July 18, 2016

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

### Requested Action

Pursuant to RSA 99:4, Employee Salary Adjustment Fund, the Department of Safety requests to transfer General Funds in the amount of \$1,564.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2016 ending June 30, 2016.

02-023-023-234015-40030000	Dept. of Safety – Division of State Police – Traffic Bureau	
010-500100		
Personal Services – Perm		\$1,564.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2016 attributed to the projections prior to the salary sweep did not take into a count a number of positions being filed at a later date resulting in a deficiency in the accounting unit after the salary sweep.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety

*Handwritten initials*



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

July 20, 2016

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

### Requested Action

Pursuant to RSA 99:4, Employee Salary Adjustment Fund, the Department of Safety requests to transfer Highway Funds in the amount of \$107.00 to cover a projected shortage in the Office of the Commissioner. Effective upon Governor and Council approval for State Fiscal Year 2106 ending June 30, 2016.

02-023-023-231015-23000000 Dept. of Safety – Office of the Commissioner – Office of the Commissioner  
013-500131  
Salary Other Non & Unclassified \$107.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2016 attributed to insufficient funds budgeted based on the salary and step of the incumbent.

Respectfully submitted,

*Handwritten signature: John J. Barthelmes*  
John J. Barthelmes  
Commissioner of Safety



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

July 20, 2016

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

## Requested Action

Pursuant to RSA 99:4, Employee Salary Adjustment Fund, the Department of Safety requests to transfer General Funds in the amount of \$3,946.00 to cover a projected shortage in the Office of the Commissioner. Effective upon Governor and Council approval for State Fiscal Year 2016 ending June 30, 2016.

02-023-023-231015-23000000	Dept. of Safety – Office of the Commissioner – Office of the Commissioner	
013-500131		
Salary Other Non & Unclassified		\$3,946.00

## Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2016 attributed to insufficient funds budgeted based on the salary and step of the incumbent.

Respectfully submitted,

John J. Barthelmes  
Commissioner of Safety



# State of New Hampshire

DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

July 20, 2016

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

## Requested Action

Pursuant to RSA 99:4, Salary Adjustment Fund, the Department of Safety requests to transfer from the Salary Adjustment Fund in the amount of \$3,447.00 to the following non-general funded account. Effective upon Governor and Council approval for State Fiscal Year 2016 ending June 30, 2016.

02-023-023-231015-23000000 Dept. of Safety – Office of the Commissioner – Office of the Commissioner 009-405921 Agency Income	(\$3,447.00)
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013-500131 Salary Other Non & Unclassified	\$3,447.00
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## Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2016 attributed to insufficient funds budgeted based on the salary and step of the incumbent.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety



STATE OF NEW HAMPSHIRE  
 DEPARTMENT of CULTURAL RESOURCES  
*State Council on the Arts, Division of Historical Resources  
 State Library, Film & Television Office,  
 Commission on Native American Affairs (administratively attached)*



20 Park Street  
 Concord, New Hampshire 03301

VAN McLEOD  
 Commissioner  
 Van.McLeod@dcr.nh.gov

TEL: 603-271-2540  
 FAX: 603-271-6826  
 www.nh.gov/nhculture

May 26, 2016

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

**REQUESTED ACTION**

The Department of Cultural Resources, respectfully requests in accordance with RSA 99:4 to transfer \$2,200.00.00 from the Salary Adjustment Fund to the following agency salary account:

<u>APPROPRIATION</u>	<u>AMOUNT</u>
01-34-34200000-10-500110 Office of Preservation	2,200.00
Salary Adjustment Fund	(2,200.00)

**EXPLANATION**

Throughout the fiscal year the Department of Cultural Resources has transferred over \$75,000 to the Salary Adjustment Fund. The transfer of employees from other agencies has resulted in a shortfall. Therefore the agency is requesting \$2,200.00.00 from the salary adjustment fund to ensure there are no negative balances at June 30, 2016.

Respectfully Submitted,

Kathleen M Stanick  
 Administrator



STATE OF NEW HAMPSHIRE  
 DEPARTMENT of CULTURAL RESOURCES  
*State Council on the Arts, Division of Historical Resources  
 State Library, Film & Television Office,  
 Commission on Native American Affairs (administratively attached)*



20 Park Street  
 Concord, New Hampshire 03301

VAN McLEOD  
 Commissioner  
 Van.McLeod@dcr.nh.gov

TEL: 603-271-2540  
 FAX: 603-271-6826  
 www.nh.gov/nhculture

May 26, 2016

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

**REQUESTED ACTION**

The Department of Cultural Resources, respectfully requests in accordance with RSA 9:17-c to transfer \$14,025.00 from the Employee Benefits Adjustment Fund to the following agency benefit account:

<u>APPROPRIATION</u>		<u>AMOUNT</u>
01-34-70080000-60-500601	Service to Persons/Disabilities	7,400.00
01-34-12500000-60-500601	State Arts Development	<u>6,625.00</u>
		14,025.00

Benefit Adjustment Fund (14,025.00)

**EXPLANATION**

This fiscal year the Department of Cultural Resources will transfer over \$35,000 to the Benefit Adjustment Fund from various accounts. The change in status of long time employees resulted in a projected shortfall in the associated benefit account. Therefore the agency is requesting \$13,300.00 from the Benefit Adjustment Fund to ensure there are no negative balances at June 30, 2016.

Respectfully Submitted,

*Kathleen M Stanick*  
 Kathleen M Stanick  
 Administrator



Mac  
SOW  
TWH

STATE OF NEW HAMPSHIRE  
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT  
**OFFICE OF THE COMMISSIONER**

172 Pembroke Road Concord, New Hampshire 03301  
Phone: 271-2411 Fax: 271-2629

July 15, 2016

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

**REQUESTED ACTION**

In accordance with RSA 99:4, the Department of Resources and Economic Development respectfully requests a transfer from the Salary Adjustment Funds in the total amount of \$34,087 as follows:

From:	<i>Salary Adjustment Fund</i>		(\$34,087)
To:	10-03515-35000000-011	Forest & Lands Admin - Salaries	\$ 600
	10-03520-35100000-010	Forest Management	<u>\$ 33,487</u>
		<i>Total:</i>	<u>\$ 34,087</u>

**EXPLANATION**

A review of the Department's salary accounts indicates an account with a shortfall due to a longevity payment increase and a retirement payout.

Your approval of this transfer will insure that the Department meets its obligations to its employees. Thank you for your consideration.

Respectfully submitted,

---

Jeffrey J. Rose  
Commissioner

mac  
7/15/16



STATE OF NEW HAMPSHIRE  
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT  
**OFFICE OF THE COMMISSIONER**

172 Pembroke Road Concord, New Hampshire 03301  
Phone: 271-2411 Fax: 271-2629

July 15, 2016

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

**REQUESTED ACTION**

In accordance with RSA 9:17-c, the Department of Resources and Economic Development respectfully requests a transfer from the Benefit Adjustment Fund in the amount of \$5,395 as follows:

From:	<i>Benefit Adjustment Fund</i>		(\$5,395)
To:	10-03510-35100000-060	Forest Management – Benefit	\$5,395

**EXPLANATION**

A review of the Department's benefit accounts indicated three accounts with shortfalls relating to a retirement.

Your approval of this transfer will insure that the Department meets its obligations to its employees. Thank you for your consideration.

Respectfully submitted,

Handwritten signature of Jeffrey J. Rose in cursive.

---

Jeffrey J. Rose  
Commissioner



The State of New Hampshire

JUN 29 '16 4:12:13 PM

DEPARTMENT OF ENVIRONMENTAL SERVICES

Thomas S. Burack, Commissioner



June 28, 2016

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

REQUESTED ACTION

Pursuant to RSA 99:4, the Department of Environmental Services (DES) requests a transfer from the Salary Adjustment Fund in the amount of \$5 to the following accounts as listed below.

Table with 3 columns: From/To, Account Number, and Amount. Row 1: From: Salary Adjustment Fund, \$ 5. Row 2: To: 03-44-44-442010-10000000-011, \$ 2. Row 3: 03-44-44-443010-91000000-011, 2. Row 4: 03-44-44-444010-54010000-011, 1.

EXPLANATION

DES recently reviewed all salary accounts and found a shortage in the accounts noted above due to rounding when the appropriations were created which has caused minimal shortfalls. Your approval of this transfer will insure that DES meets its obligations to its employees.

We respectfully request your approval.

Susan A. Carlson, Chief Operations Officer
Department of Environmental Services



The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**



**Thomas S. Burack, Commissioner**

June 6, 2016

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

**REQUESTED ACTION**

Pursuant to RSA 9:17-c, the Department of Environmental Services (DES) requests a transfer from the Accounting Unit listed below in the amount of \$11,000 to the following Accounting Unit as listed below.

From:	03-44-44-444010-54020000-060	\$ 11,000
To:	03-44-44-444010-38150000-060	\$ 11,000

Source of Funds: 100% General Funds

**EXPLANATION**

DES recently reviewed all benefit accounts and found a shortage in the account noted above as a result of benefits being paid at a higher than budgeted rate due to filling a vacant position. Your approval of this transfer will insure that DES meets its obligations to its employees.

We respectfully request your approval.

Susan A. Carlson, Chief Operations Officer  
Department of Environmental Services



The State of New Hampshire

DEPARTMENT OF ENVIRONMENTAL SERVICES

Thomas S. Burack, Commissioner



June 6, 2016

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

REQUESTED ACTION

Pursuant to RSA 99:4, the Department of Environmental Services (DES) requests a transfer from the Accounting Unit listed below in the amount of \$3,010 to the following Accounting Units as listed below.

Table with 3 columns: From/To, Account Number, and Amount. Shows a transfer of \$3,010 from one unit to two other units.

Source of Funds: 100% General Funds

EXPLANATION

DES recently reviewed all salary accounts and found a shortage in the accounts noted above due to the reclassification of a position. Your approval of this transfer will insure that DES meets its obligations to its employees.

We respectfully request your approval.

Susan A. Carlson, Chief Operations Officer
Department of Environmental Services

9B  
SJC  
TMP



Virginia M. Barry, Ph.D.  
Commissioner of Education  
Tel. 603-271-3144

Paul Leather  
Deputy Commissioner  
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

May 23, 2016

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

**REQUESTED ACTION**

Resolve that the following transfers be authorized in the amount of \$72,700.00 from the Salary Adjustment Fund, pursuant to RSA 99:4, to cover appropriation shortfalls for Fiscal 2016, as follows:

06-56-56-563010-32610000-010-500100	Compensatory Ed-Title I	\$ 62,500.00	R/S	404806
06-56-56-563010-32660000-010-500100	Migrant Education	\$ 6,000.00	R/S	403891
06-56-56-565510-40920000-010-500100	Independent Services Blind	\$ 100.00	R/S	404325
06-56-56-562110-49850000-010-500100	NAEP State Coordinator	\$ 100.00	R/S	404301
06-56-56-563510-61560000-010-500100	Longitudinal Data Grant	\$ 4,000.00	R/S	404277

100% Federal Funds

Salary Adjustment Account (\$ 72,700.00)

**EXPLANATION**

The transfer requested from the Salary Adjustment Fund into the accounts listed above is required to cover salary expenditures. The above noted transfer will be offset by \$72,700.00 being lapsed into the Salary Adjustment Fund from the following accounts:

06-56-56-563010-21830000-010-500100	Title IIA Prof Develop	\$ 72,700.00	R/S	404294
-------------------------------------	------------------------	--------------	-----	--------

100% Federal Funds

Salary Adjustment Account \$ 72,700.00

Respectfully Submitted,

Tammy Vaillancourt  
CFO/Executive Project Manager

4B  
SP  
TRK



Virginia M. Barry, Ph.D.  
Commissioner of Education  
Tel. 603-271-3144

Paul Leather  
Deputy Commissioner  
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

May 23, 2016

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

**REQUESTED ACTION**

Resolve that the following transfers be authorized in the amount of \$55,400.00 from the Salary Adjustment Fund, pursuant to RSA 99:4, to cover appropriation shortfalls for Fiscal 2016, as follows:

06-56-56-565010-40820000-010-500100	Career Tech- Adult Learning- Adm	\$ 100.00
06-56-56-560010-60010000-010-500100	Commissioner	\$ 100.00
06-56-56-560510-60020000-010-500100	Business Management	\$ 52,000.00
06-56-56-560510-60030000-012-501096	Deputy Commissioner	\$ 100.00
06-56-56-562010-64010000-011-500126	Instruction – State	\$ 100.00
06-56-56-562010-64010000-010-500100	Instruction – State	\$ 3,000.00

Salary Adjustment Account                      100% General Funds                      (\$ 55,400.00)

**EXPLANATION**

The transfer requested from the Salary Adjustment Fund into the accounts listed above is required to cover salary expenditures. The above noted transfer will be offset by \$55,400.00 being lapsed into the Salary Adjustment Fund from the following accounts:

06-56-56-565010-60300000-010-500100	Vocational Ed – State	\$ 45,000.00
06-56-56-562110-49670000-010-500100	Assessment – State	\$ 10,400.00

Salary Adjustment Account                      100% General Funds                      \$ 55,400.00

Respectfully Submitted,

Tammy Vaillancourt  
CFO/Executive Project Manager

JB  
TMT



Virginia M. Barry, Ph.D.  
Commissioner of Education  
Tel. 603-271-3144

Paul Leather  
Deputy Commissioner  
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

May 23, 2016

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

**REQUESTED ACTION**

Resolve that the following transfers be authorized in the amount of \$ 36,000.00 from the Benefit Adjustment Fund, pursuant to RSA 9:17-c, to cover appropriation shortfalls for Fiscal 2016, as follows:

06-56-56-563010-32610000-060-500601	Compensatory Ed – Title I	\$ 36,000.00	R/S 404806
	100% Federal Funds		
Benefit Adjustment Account			(\$ 36,000.00)

**EXPLANATION**

The transfer requested from the Benefit Adjustment Fund into the accounts listed above is required to cover benefit expenditures. The above noted transfer will be offset by \$ 36,000.00 being lapsed into the Benefit Adjustment Fund from this agency from the following accounts:

06-56-56-563010-21830000-060-500601	Title IIA Prof Develop	\$ 36,000.00	R/S 404294
	100% Federal Funds		
Benefit Adjustment Account			\$ 36,000.00

Respectfully Submitted,

Tammy Vaillancourt  
CFO/Executive Project Manager

JB  
C.M.H.



Virginia M. Barry, Ph.D.  
Commissioner of Education  
Tel. 603-271-3144

Paul Leather  
Deputy Commissioner  
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900

May 23, 2016

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

**REQUESTED ACTION**

Resolve that the following transfers be authorized in the amount of \$ 10,000.00 from the Benefits Adjustment Fund, pursuant to RSA 9:17-c, to cover appropriation shortfall for Fiscal 2016, as follows:

06-56-56-566510-86790000-060-500601	Higher Education Commission	\$ 9,500.00
06-56-56-562010-64010000-060-500601	Instruction - State	\$ 500.00

100% General Funds

Benefit Adjustment Account (\$ 10,000.00)

**EXPLANATION**

The transfer requested from the Benefit Adjustment Fund into the account listed above is required to cover benefit expenditures. The above noted transfer will be offset by \$ 10,000.00 being lapsed into the Benefit Adjustment Fund from this agency from the following accounts:

06-56-56-560510-60030000-060-500601	Deputy Commissioner	\$ 10,000.00
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100% General Funds

Benefit Adjustment Account \$ 10,000.00

Respectfully Submitted,

*Tammy Vaillancourt*  
Tammy Vaillancourt  
CFO/Executive Project Manager



# Office of Veterans Services

Mary E. Morin, Director

9B  
S.W.  
G.M.H.

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

June 7, 2016

Dear Governor Hassan:

## REQUESTED ACTION

Pursuant to 99:4 the Salary Adjustment Fund, authorize the comptroller to transfer funds as follows:

From the Salary Adjustment Fund: \$11,200  
To:

<u>Description</u>	<u>Account</u>	<u>Title</u>	<u>Amount</u>
Office of Veterans Services (OVS)	05-66-66-660010-8053-010	Salary	\$ 11,200

## EXPLANATION

Transfer will provide necessary funds to prevent negative balances due to an employee medical retirement requiring payout that was unexpected and not projected. We anticipate lapses in class 020 and class 080 that will partially cover these funds. Office of Veterans Services source of funds is 100% general funds.

Respectfully Submitted,

Mary Morin  
Director



# Office of Veterans Services

Mary E. Morin, Director

YB  
TMM

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

June 7, 2016

## REQUESTED ACTION

Pursuant to RSA 9:17-c the Employee Benefit Adjustment Account, authorize the comptroller to transfer funds as follows:

From the Benefit Adjustment Account: \$ 20,800

To:

<u>Description</u>	<u>Account</u>	<u>Title</u>	<u>Amount</u>
Office of Veterans Services	05-66-66-660010-8053-060	Benefits	\$ 20,800

## EXPLANATION

Transfer will provide necessary funds to prevent a negative balance due to increases in benefits expenses as a result of staff family plan changes as well as replacement personnel hired at higher benefit plan rates. We anticipate funds in class 020 and class 080 will lapse to provide partial cover for this request. Office of Veterans Services source of funds is 100% general funds.

Respectfully Submitted,

Mary Morin  
Director

**STATE OF NEW HAMPSHIRE**  
**PUBLIC EMPLOYEE LABOR RELATIONS BOARD**

JUL 05 10 AM



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P

**Executive Director:**

Douglas L. Ingersoll, Esq.

**Board Members:**

Michele E. Kenney, Esq.  
James M. O'Mara, Jr.  
Carol M. Granfield  
Richard J. Laughton, Jr.  
Mark Hounsell  
Andrew Eills, Esq. (Alt.)  
Glenn Brackett (Alt.)

July 5, 2016

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

**REQUESTED ACTION**

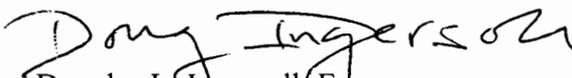
Pursuant to RSA 99:4, the Public Employee Labor Relations Board (PELRB) respectfully requests a transfer from the Salary Adjustment Account in the amount of \$15.86 effective upon Governor and Council approval. 100% General Funds.

From: Salary Adjustment Account	(\$15.86)
To: 02-73-73-730020-20660000 – Public Employee Labor Relations Board Class 010-500100	\$15.86

**EXPLANATION**

The PELRB Class 10 account is short by \$15.86 for FY2016. Unfortunately we do not have other eligible accounts from which to effect a transfer to cover the shortfall. We understand from an accounting perspective a transfer from the salary adjustment account is the appropriate mechanism to address this situation. Total FY2016 general fund lapse amounts will exceed this transfer request.

Respectfully submitted,

  
Douglas L. Ingersoll, Esq.  
Executive Director  
DLI/sk



# New Hampshire Fish and Game Department

NEW HAMPSHIRE

*mac  
SW  
Tmk*

**HEADQUARTERS:** 11 Hazen Drive, Concord, NH 03301-6500  
(603) 271-3421  
FAX (603) 271-1438

**www.WildNH.com**  
e-mail: info@wildlife.nh.gov  
TDD Access: Relay NH 1-800-735-2964

May 31, 2016

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

## REQUESTED ACTION

Pursuant to RSA 99:4, authorize the New Hampshire Fish and Game Department to transfer the following funds from the Salary Adjustment Fund:

<b>FROM:</b>		
20-07500-54470000-219-502687	Salary Adjustment Fund	-\$-113,700.00
<b>TO:</b>		
20-07500-11710000-010-500100	Office of the Director	+\$ 1,500.00
20-07500-11710000-011-500126	Office of the Director	+\$ 100.00
20-07500-11830000-010-500100	OHRV Trng, Edu & Enf.	+\$ 200.00
20-07500-21100000-010-500100	Business Management	+\$18,000.00
20-07500-21180000-010-500100	Licensing	+\$ 5,500.00
20-07500-21190000-010-500100	Fleet Management	+\$ 6,600.00
20-07500-21200000-010-500100	Public Affairs	+\$ 100.00
20-07500-21220000-010-500100	Aquatic Education	+\$ 2,500.00
20-07500-21300000-010-500100	Inland Fisheries Mngmnt.	+\$56,000.00
20-07500-21600000-010-500100	Facility Maintenance	+\$15,000.00
20-07500-22000000-010-500100	Wildlife Damage	+\$ 200.00
20-07500-22880000-010-500100	Marine Fisheries	+\$ 2,000.00
20-07500-22890000-010-500100	Estuarine Reserve	+\$ 6,000.00

## EXPLANATION

The Department's accounting section has recently completed an analysis of all the salary and benefit accounts. Several accounts are projected to have a deficit before the end of fiscal year 2016. Approval of this transfer will allow for the continuation of normal salary payments required for the operation of the Department.

Respectfully Submitted,

Glenn Normandeau  
Executive Director

Kathy Ann LaBonte, Chief  
Business Division

### REGION 1

629B Main Street  
Lancaster, NH 03584-3612  
(603) 788-3164  
FAX (603) 788-4823  
email: reg1@wildlife.nh.gov

### REGION 2

PO Box 417  
New Hampton, NH 03256  
(603) 744-5470  
FAX (603) 744-6302  
email: reg2@wildlife.nh.gov

### REGION 3

225 Main Street  
Durham, NH 03824-4732  
(603) 868-1095  
FAX (603) 868-3305  
email: reg3@wildlife.nh.gov

### REGION 4

15 Ash Brook Court  
Keene, NH 03431  
(603) 352-9669  
FAX (603) 352-8798  
email: reg4@wildlife.nh.gov



# New Hampshire Fish and Game Department

*Mac  
TMR*

**HEADQUARTERS:** 11 Hazen Drive, Concord, NH 03301-6500  
(603) 271-3421  
FAX (603) 271-1438

**www.WildNH.com**  
e-mail: info@wildlife.nh.gov  
TDD Access: Relay NH 1-800-735-2964

May 31, 2016

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

## REQUESTED ACTION

Pursuant to RSA 9:17-C, authorize the New Hampshire Fish and Game Department to transfer the following funds from the Benefit Adjustment Fund:

**FROM:**

20-07500-54480000-220-502688      Benefit Adjustment Fund      -\$72,800.00

**TO:**

20-07500-11710000-060-500602	Office of the Director	+\$ 5,200.00
20-07500-11830000-060-500602	OHRV Edu & Training	+\$22,000.00
20-07500-21100000-060-500602	Business Management	+\$ 3,100.00
20-07500-21180000-060-500602	Licensing	+\$ 2,000.00
20-07500-21190000-060-500602	Fleet Management	+\$ 1,000.00
20-07500-21240000-060-500602	Conservation Education	+\$ 6,000.00
20-07500-21300000-060-500602	Inland Fisheries	+\$11,000.00
20-07500-21600000-060-500602	Facility Maintenance	+\$12,500.00
20-07500-22880000-060-500602	Marine Fisheries	+\$ 8,000.00
20-07500-22890000-060-500602	Estuarine Reserve	+\$ 2,000.00

## EXPLANATION

The Department's accounting section has recently completed an analysis of all the salary and benefit accounts. These accounts are projected to have a deficit before the end of fiscal year 2016. Approval of this transfer will allow for the continuation of normal benefit payments required for the operation of the Department.

Respectfully Submitted,

Glenn Normandeau  
Executive Director

Kathy Ann LaBonte, Chief  
Business Division

**REGION 1**

629B Main Street  
Lancaster, NH 03584-3612  
(603) 788-3164  
FAX (603) 788-4823  
email: reg1@wildlife.nh.gov

**REGION 2**

PO Box 417  
New Hampton, NH 03256  
(603) 744-5470  
FAX (603) 744-6302  
email: reg2@wildlife.nh.gov

**REGION 3**

225 Main Street  
Durham, NH 03824-4732  
(603) 868-1095  
FAX (603) 868-3305  
email: reg3@wildlife.nh.gov

**REGION 4**

15 Ash Brook Court  
Keene, NH 03431  
(603) 352-9669  
FAX (603) 352-8798  
email: reg4@wildlife.nh.gov

JUN 28 10 41 03 AM '16



# State of New Hampshire Department of Revenue Administration

109 Pleasant Street  
PO Box 457, Concord, NH 03302-0457  
Telephone 603-230-5005  
www.nh.gov/revenue



*max*  
*AS*  
*TMK*

John T. Beardmore  
Commissioner

Lindsey M. Stepp  
Assistant Commissioner

June 28, 2016

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

### Requested Action

Pursuant to RSA 99:4, Salary Adjustment Fund, the Department of Revenue Administration, respectfully requests adjustments of appropriations within salary accounts in the amount of \$16,140.00 to cover the projected shortages in these accounts. Effective upon Governor and Council approval through June 30, 2016. **100% General Funds.**

#### SALARY ADJUSTMENTS REQUESTED:

Property Appraisal Division	010-084-5413-010-500100	\$16,100	100% General Fund
Property Appraisal Division	010-084-5413-011-500126	\$20	100% General Fund
Excavation Division	010-084-7890-010-500100	\$20	100% General Fund

Total: \$16,140

### Explanation

These requested transfers are to cover shortfalls in salary costs through the end of fiscal year 2016. The salary shortfalls are primarily related to step increases, retirees' termination pay and new hires. The following outlines excess salary appropriations of \$113,320 within the Department of Revenue, which are projected to lapse.

TDD Access: Relay NH 1-800-735-2964

*Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.*

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301  
Page 2 of 2

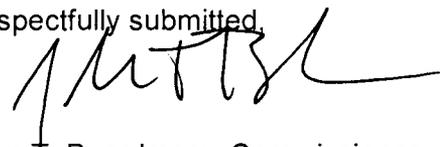
Projected excess salary appropriations are available as follows:

Office of the Commissioner	010-084-7884-500100	\$10,900	100% General Fund
Office of the Commissioner	010-084-7884-500128	\$320	100% General Fund
Office of the Commissioner	010-084-7884-500131	\$1,500	100% General Fund
Office of the Commissioner	010-084-7884-500134	\$2,400	100% General Fund
Audit Division	010-084-1301-500100	\$35,400	100% General Fund
Audit Division	010-084-1301-500126	\$9,000	100% General Fund
Audit Division	010-084-1301-500128	\$7,400	100% General Fund
Audit Division	010-084-1301-500134	\$13,300	100% General Fund
Collections Division	010-084-1401-500100	\$10,300	100% General Fund
Documents Processing Div	010-084-1501-500100	\$6,300	100% General Fund
CTS Division	010-084-2953-500100	\$5,000	100% General Fund
Municipal Division	010-084-7885-500100	\$3,100	100% General Fund
Timber Division	010-084-1871-500100	\$8,400	100% General Fund

Total: \$113,320

During the FY 16 salary reductions, the Department lapsed \$571,783 to the Salary Adjustment Account. In the future, the Department will follow and track the salary and benefit accounts monthly to minimize these shortfalls.

Respectfully submitted,



John T. Beardmore, Commissioner  
Revenue Administration



Victoria F. Sheehan  
Commissioner

THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.  
Assistant Commissioner

*Beard*

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

Finance and Contracts Bureau  
June 13, 2016

**REQUESTED ACTION**

Pursuant to RSA 9:17-c Employee Benefit Adjustment Account, the Department of Transportation (DOT) requests a transfer from the Benefit Adjustment Account in the amount of \$3,100 to the following accounts as listed below to cover shortages effective upon Governor and Council Approval. 100% Turnpike Funds.

From: Benefit Adjustment Fund:		FY2016
04-096-096-961017-70860000-220-502688	\$	3,100
To:		
04-096-096-961017-70370000-060-500601	\$	3,100

**EXPLANATION**

DOT recently reviewed all benefit accounts and found shortages due to the turnover in staff resulting in a change in the budgeted benefits mix.

Your approval of this transfer will ensure that DOT meets its obligations to its employees.

We respectfully request your approval.

Sincerely,

*Victoria F. Sheehan*  
Victoria F. Sheehan  
Commissioner



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

JUN 15 2016 11:17 AM

Handwritten signature/initials

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

Finance and Contracts Bureau
June 13, 2016

REQUESTED ACTION

Pursuant to RSA 9:17-c Employee Benefit Adjustment Account, the Commissioner, Department of Transportation (DOT) requests to transfer 100% non-highway funds, and further accept and expend additional non-highway funds in the following accounts:

Table with 2 columns: Account Number and FY2016 Amount. It lists various account numbers and their corresponding amounts, including positive and negative values.

EXPLANATION

The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2016. The shortfalls are due to benefit allocation at higher than budget.

We respectfully request your approval.

Sincerely,

Handwritten signature of Victoria F. Sheehan

Victoria F. Sheehan
Commissioner



Victoria F. Sheehan  
Commissioner

THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.  
Assistant Commissioner

*Blunt*  
*WMC*

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

Finance and Contracts Bureau  
June 13, 2016

**REQUESTED ACTION**

Pursuant to RSA 9:17-c Employee Benefit Adjustment Account, the Department of Transportation (DOT) requests a transfer from the Benefit Adjustment Account in the amount of \$761,700 to the following accounts as listed below to cover shortages effective upon Governor and Council Approval. 100% Highway Funds.

From: Benefit Adjustment Fund:		FY2016
	04-096-096-960015-30530000-220-502688	\$ 761,700
To:	04-096-096-960515-29280000-060-500601	\$ 759,000
	04-096-096-964015-30300000-060-500601	\$ 2,700

**EXPLANATION**

The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2016. The shortfalls are due to benefit allocation at higher than budget.

We respectfully request your approval.

Sincerely,

*Victoria F. Sheehan*  
Victoria F. Sheehan  
Commissioner



Victoria F. Sheehan  
Commissioner

**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



William Cass, P.E.  
Assistant Commissioner

*JAR*

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

Finance and Contracts Bureau  
June 23, 2016

**REQUESTED ACTION**

Pursuant to RSA 9:17-c Employee Benefit Adjustment Account, the Department of Transportation (DOT) requests a transfer from the Benefit Adjustment Account in the amount of \$1,000 to the following accounts as listed below to cover shortages effective upon Governor and Council Approval. 100% Turnpike Funds.

From: Benefit Adjustment Fund:		FY2016
	04-096-096-961017-70860000-220-502688	\$ 1,000
To:	04-096-096-961017-70370000-060-500601	\$ 1,000

**EXPLANATION**

DOT recently reviewed all benefit accounts and found shortages due to the turnover in staff resulting in a change in the budgeted benefits mix.

Your approval of this transfer will ensure that DOT meets its obligations to its employees.

We respectfully request your approval.

Sincerely,

Victoria F. Sheehan  
Commissioner



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan  
Commissioner

William Cass, P.E.  
Assistant Commissioner

Finance and Contracts Bureau  
June 23, 2016

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

**REQUESTED ACTION**

Pursuant to RSA 9:17-c Employee Benefit Adjustment Account, the Commissioner, Department of Transportation (DOT) requests to transfer 100% non-highway funds, and further accept and expend additional non-highway funds in the following accounts:

Account Number		FY2016 Amount
04-096-096-960515-30310000-060-500601	\$	1,200
04-096-096-960515-30310000-009-402596	\$	(1,200)

**EXPLANATION**

The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2016. The shortfalls are due to benefit allocation at higher than budget.

We respectfully request your approval.

Sincerely,

Victoria F. Sheehan  
Commissioner



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan  
Commissioner

William Cass, P.E.  
Assistant Commissioner

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JUN 15 '16 11:28 AM

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

Finance and Contracts Bureau  
June 13, 2016

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Department of Transportation (DOT) requests a transfer from the Salary Adjustment Fund in the amount of \$20,953 to the following accounts as listed below to cover shortages effective upon Governor and Council Approval. 100% Highway Funds.

From: Salary Adjustment Fund:		FY2016
	04-096-096-960015-30510000-219-502687	\$ 20,953
To:	04-096-096-960015-30380000-015-500137	\$ 14,969
	04-096-096-964015-30300000-010-500100	\$ 600
	04-096-096-960515-30660000-010-500100	\$ 600
	04-096-096-962015-30330000-010-500100	\$ 4,784

**EXPLANATION**

The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2016. The shortfalls are due to filled positions at higher than budget and retirements.

We respectfully request your approval.

Sincerely,

*Victoria F. Sheehan*

Victoria F. Sheehan  
Commissioner

*Bank*  
*WJW*  
*TRK*



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



*Victoria F. Sheehan*  
*Commissioner*

*William Cass, P.E.*  
*Assistant Commissioner*

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

Finance and Contracts Bureau  
June 13, 2016

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Department of Transportation (DOT) requests a transfer from the Salary Adjustment Fund in the amount of \$91,000 to the following account as listed below to cover shortages effective upon Governor and Council Approval. 100% Turnpike Funds.

From: Salary Adjustment Fund:		FY2016
04-096-096-961017-70850000-219-502687	\$	91,000
To: 04-096-096-961017-70370000-010-500100	\$	91,000

**EXPLANATION**

The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2016. The shortfalls are due to filled positions at higher than budget.

Your approval of this transfer will ensure that DOT meets its obligations to its employees.

We respectfully request your approval.

Sincerely,

Victoria F. Sheehan  
Commissioner



Victoria F. Sheehan  
Commissioner

THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION

JUN 15 10 10 AM '16



William Cass, P.E.  
Assistant Commissioner

*Handwritten initials/signature*

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

Finance and Contracts Bureau  
June 13, 2016

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Department of Transportation (DOT) requests a transfer from the Salary Adjustment Fund in the amount of \$5,500 to the following accounts as listed below to cover shortages effective upon Governor and Council Approval. 100% General Funds.

		FY2016
From: Salary Adjustment Fund		\$ 5,500
To:	04-096-096-964010-21070000-010-500100	\$ 4,100
	04-096-096-964010-29310000-010-500100	\$ 1,400

**EXPLANATION**

DOT recently reviewed all salary accounts and found shortages due to filled positions at higher than budget and retirements.

Your approval of this transfer will ensure that DOT meets its obligations to its employees.

We respectfully request your approval.

Sincerely,

*Victoria F. Sheehan*

Victoria F. Sheehan  
Commissioner



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Handwritten initials/signature in the top right corner.

Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

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

Finance and Contracts Bureau
June 13, 2016

REQUESTED ACTION

Pursuant to RSA 99:4, the Salary Adjustment Account, authorize the Commissioner, Department of Transportation to transfer 100% non-highway funds, and further accept and expend additional non-highway funds in the following accounts:

Table with 2 columns: Account Number and FY2016 Amount. Lists various account numbers and their corresponding amounts, including positive and negative values.

EXPLANATION

The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2016. The shortfalls are due to filled positions at higher than budget and retirements.

We respectfully request your approval.

Sincerely,

Victoria F. Sheehan
Victoria F. Sheehan
Commissioner