



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street - Room 120
Concord, New Hampshire 03301

Charles M. Arlinghaus
Commissioner
(603) 271-3201

Joseph B. Bouchard
Assistant Commissioner
(603) 271-3204

Catherine A. Keane
Deputy Commissioner
(603) 271-2059

August 26, 2020

His Excellency, Governor Christopher T. Sununu
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 salary accounts after approval by the Director of the Division of Personnel, as authorized under RSA 99:4 during the period of August 26, 2020 to July 23, 2021 for transfers related to fiscal year 2021 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 9:17-c during the period of August 26, 2020 to July 23, 2021 for transfers related to fiscal year 2021 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 salary 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 previously authorized period August 14, 2019 - July 17, 2020.

Respectfully submitted,

Charles M. Arlinghaus
Commissioner

CMA/rtp
Attachments



STATE OF NEW HAMPSHIRE
DEPARTMENT OF MILITARY AFFAIRS AND VETERANS SERVICES

MLC
(Handwritten initials)

BUSINESS ADMINISTRATION
STATE MILITARY RESERVATION
4 PEMBROKE ROAD
CONCORD, NEW HAMPSHIRE 03301-5652

David J. Mikolaities, Major General
The Adjutant General

Phone: 603-225-1360
Fax: 603-225-1341
TDD Access: 1-800-735-2964

Warren M. Perry
Deputy Adjutant General

January 7, 2020

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

REQUESTED ACTION

Respectfully request that the following transfers be made pursuant to RSA 99:4 (Salary Adjustment Fund).

From:	Salary Adjustment Fund	<u>\$4,500.00</u>
To:	010-012-10150000-010-500100 Community Based Military Programs	<u>\$4,500.00</u> <u>\$4,500.00</u>

EXPLANATION

The requested transfers are to fund salaries through the end of FY 2020. The shortfalls are due to the reorganization of the Department. These positions were original budgeted at DHHS at step 1 and were hired at step 2 and subsequently transferred to the Department of Military Affairs and Veterans Services.

Your approval is respectfully requested.

Respectfully submitted,

(Handwritten signature)
David J. Mikolaities

Major General, NH National Guard
The Adjutant General



STATE OF NEW HAMPSHIRE
DEPARTMENT OF MILITARY AFFAIRS AND VETERANS SERVICES

BUSINESS ADMINISTRATION
STATE MILITARY RESERVATION
4 PEMBROKE ROAD
CONCORD, NEW HAMPSHIRE 03301-5652

mic
JPM

David J. Mikolaities, Major General
The Adjutant General

Phone: 603-225-1360
Fax: 603-225-1341
TDD Access: 1-800-735-2964

Warren M. Perry
Deputy Adjutant General

January 7, 2020

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

REQUESTED ACTION

Respectfully request that the following transfers be made pursuant to RSA 9:17-C (Employee Benefit Adjustment Fund).

From:	Employee Benefit Adjustment Fund	\$15,500.00
To:	010-012-10150000-060-500602	
	Community Based Military Programs	\$15,500.00
		\$15,500.00

EXPLANATION

The requested transfers are to fund benefits through the end of FY 2020. The shortfalls are due to the reorganization of the Department. These positions were original budgeted at DHHS at two-person plan and were hired at a family plan for health and dental premiums and subsequently transferred to the Department of Military Affairs and Veterans Services.

Your approval is respectfully requested.

Respectfully submitted,

David J. Mikolaities
Major General, NH National Guard
The Adjutant General

for

JUN 23 2020 PM 3:24 PM



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
25 Capitol Street - Room 120
Concord, New Hampshire 03301
Office@das.nh.gov

WJM
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Charles M. Arlinghaus
Commissioner
(603) 271-3201

Joseph B. Bouchard
Assistant Commissioner
(603) 271-3204

Catherine A. Keane
Deputy Commissioner
(603) 271-2059

June 19, 2020

His Excellency, Governor Christopher T. Sununu
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 \$61,541.00 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, 2020.
100% General Funds.

Accounting Unit	Account Number	Amount
Business Office	01-14-14-140010-13600000-010-500100	\$32,859.00
Office of Cost Containment	01-14-14-140010-86230000-010-500100	\$6,375.00
Graphic Services Administration	01-14-14-141710-51200000-010-500100	\$22,307.00
	TOTAL	\$61,541.00

EXPLANATION

The above requested transfers are to cover shortfalls in salary classes through the end of Fiscal Year 2020. 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 2020, as well as balances available at year-end represents sufficient amounts to support this request.

Respectfully submitted,

Charles M. Arlinghaus
Commissioner



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
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Joseph B. Bouchard
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Catherine A. Keane
Deputy Commissioner
(603) 271-2059

June 19, 2020

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

REQUESTED ACTION

Pursuant to RSA 9:17 c, Employee Benefit Adjustment Account, authorize the Commissioner of the Department of Administrative Services to transfer \$34,717.00 in general funds from the Benefit Adjustment Account to the Department of Administrative Services division listed below effective the date of Governor and Council for the State Fiscal Year ending June 30, 2020. **100% General Funds.**

Accounting Unit	Account Number	Amount
Business Office	01-14-14-140010-13600000-010-500602	\$8,474.00
Office of Cost Containment	01-14-14-140010-86230000-010-500602	\$9,302.00
Bureau of Employee Relations	01-14-14-141010-14420000-010-500602	\$13,238.00
Plant - Property Administration	01-14-14-141510-14400000-010-500602	\$3,703.00
	TOTAL	\$34,717.00

EXPLANATION

The above requested transfers are to cover shortfalls in the benefit classes through the end of Fiscal Year 2020. 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 2020, as well as balances available at year-end represents sufficient amounts to support this request.

Respectfully submitted,

Charles M. Arlinghaus
Commissioner



New Hampshire Department of
**BUSINESS AND
 ECONOMIC AFFAIRS**



June 26, 2020

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

REQUESTED ACTION

In accordance with RSA 99:4, the Department of Business and Economic Affairs respectfully requests a transfer from the Salary Adjustment Fund in the total amount of \$38,978 as follows:

From: Salary Adjustment Fund

To:			
	10-2200-20070000-010	Administration - Support	\$ 5,231
	10-2200-20070000-011	Administration – Support	\$10,567
	10-2205-14480000-010	Economic Development Admin	\$20,045
	10-2205-14500000-010	Procurement & Govt Contracts	\$ 2
	10-2210-20130000-011	Division Travel – Tourism	<u>\$ 3,133</u>
		Total:	\$38,978

EXPLANATION

A review of the Department's salary accounts indicates accounts with shortfalls.

Administration-Support – Class 10 over budget due to employee's termination pay and Class 11 over budget due to reassessment of Commissioner's position to a higher salary grade approved by the Joint Committee of Employee Reclassification in November 2017 (FY20 budget not adjusted).

Economic Development Admin – Current position funding was reallocated and upgraded.

Procurement & Govt Contracts – Over budget due to rounding.

Division Travel - Tourism – Over budget due to overstating salary funds available to sweep in March 2020.

100 North Main Street
 Suite 100
 Concord, New Hampshire 03301

603.271.2341

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The above noted transfer will be partially offset by \$18,941 in salary appropriations expected to lapse at the end of the fiscal year as listed below:

Lapses

From:

10-2205-14480000-011	Economic Development Admin	\$ 5,089
10-2205-14490000-010	Office of International Commerce	\$ 96
10-2210-20130000-010	Division of Travel – Tourism	\$ 2,016
10-2210-20130000-018	Division of Travel – Tourism	\$ 1,000
10-2210-20250000-018	Safety Rest Areas Highway	\$ 4,064
10-2210-20250000-019	Safety Rest Areas Highway	\$ 6,619
10-2210-39010000-010	Bureau of Film/Digital Media	\$ 57
	Total	\$18,941

Approval of this transfer will ensure the Department meets its obligations to its employees. Thank you for your consideration.

Respectfully submitted,



Taylor Caswell
Commissioner



New Hampshire Department of
BUSINESS AND
ECONOMIC AFFAIRS

YAR



June 26, 2020

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

REQUESTED ACTION

In accordance with RSA 9-17-c, the Department of Business and Economic Affairs (BEA) respectfully requests a transfer from the Benefit Adjustment Fund in the total amount of \$29,577 as follows:

From: Benefit Adjustment Fund

To:

10-2200-20070000-060	Administration – Support	\$ 3,244
10-2205-14480000-060	Economic Development Admin	\$16,648
10-2205-14490000-060	Office of International Commerce	\$ 5,527
10-2205-14500000-060	Procurement & Govt Contracts	<u>\$ 4,158</u>
	Total:	\$29,577

EXPLANATION

A review of the Department's benefit accounts indicates accounts with shortfalls.

Administration – Support – Class 60 over budget due to Class 010 employee's termination pay and Class 11 reassessment of Commissioner's position to a higher salary grade approved by the Joint Committee of Employee Reclassification in November 2017 (FY20 budget not adjusted).

Economic Development Admin – Current position funding was reallocated and upgraded.

Office of International Commerce – Over budget due to overstating benefit funds available to sweep in March 2020.

Procurement & Govt Contracts – Over budget due to employee health insurance plan change from 2-person health insurance plan to family health insurance plan.

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Concord, New Hampshire 03301

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The above noted transfer will be partially offset by \$17,061 in benefits appropriations expected to lapse at the end of the fiscal year as listed below:

Lapses

From: 10-2205-14480000-060	Economic Development Admin	\$ 5,071
10-2210-20130000-060	Division of Travel – Tourism	\$ 1,851
10-2210-20250000-060	Safety Rest Areas Highway	<u>\$10,139</u>
	Total	\$17,061

Approval of this transfer will ensure the Department meets its obligations to its employees. Thank you for your consideration.

Respectfully submitted,



Taylor Caswell
Commissioner



State of New Hampshire

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

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ROBERT L. QUINN
COMMISSIONER OF SAFETY

June 23, 2020

His Excellency, Governor Christopher T. Sununu
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 \$4,842.00 to cover a projected shortage in Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2020 ending June 30, 2020.

02-023-023-234010-54120000 Dept. of Safety – Division of State Police – Detective Bureau
010-500100
Personal Services – Perm \$4,842.00

Explanation

This request is to cover a shortfall in salary costs of SFY 2020 attributed to insufficient funds budgeted based on the salary and step of incumbents.

Respectfully submitted,

Robert L. Quinn
Robert L. Quinn
Commissioner of Safety

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State of New Hampshire

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

ROBERT L. QUINN
COMMISSIONER OF SAFETY

June 23, 2020

His Excellency, Governor Christopher T. Sununu
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 \$4,508.00 to cover a projected shortage in Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2020 ending June 30, 2020.

02-023-023-234010-29130000 Dept. of Safety – Division of State Police – Permits and Licensing
010-500100
Personal Services – Perm . \$4, 508.00

Explanation

This request is to cover a shortfall in salary costs of SFY 2020 attributed to insufficient funds budgeted based on the salary and step of incumbents.

Respectfully submitted,

Robert L. Quinn
Robert L. Quinn
Commissioner of Safety



State of New Hampshire

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

ROBERT L. QUINN
 COMMISSIONER OF SAFETY

June 23, 2020

His Excellency, Governor Christopher T. Sununu
 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 General Funds in the amount of \$362.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2020 ending June 30, 2020.

02-023-023-234010-29130000 Dept. of Safety – Division of State Police – Permits and Licensing
 060-500602
 Health Ins Benefit (Perm) \$362.00

Explanation

This request is to cover a shortfall in benefit costs through the end of SFY 2020 attributed to insufficient funds budgeted based on the benefits of the incumbents.

Respectfully submitted,


 Robert L. Quinn
 Commissioner of Safety



ROBERT L. QUINN
COMMISSIONER OF SAFETY

State of New Hampshire

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

June 23, 2020

His Excellency, Governor Christopher T. Sununu
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 General Funds in the amount of \$21,962.00 to cover a projected shortage in the Division of Homeland Sec – Emer MGMT. Effective upon Governor and Council approval for State Fiscal Year 2020 ending June 30, 2020.

02-023-023-236010-27300000	Dept. of Safety – Division of Homeland Sec – Emer MGMT – Dir Of HomeInd Sec - Emer MGMT	
060-500602		
Health Ins Benefit (Perm)		\$21,962.00

Explanation

This request is to cover a shortfall in benefit costs through the end of SFY 2020 attributed to insufficient funds budgeted based on the benefits of the incumbents.

Respectfully submitted,


 Robert L. Quinn
 Commissioner of Safety



State of New Hampshire

DEPARTMENT OF SAFETY
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ROBERT L. QUINN
COMMISSIONER OF SAFETY

June 23, 2020

His Excellency, Christopher T. Sununu
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 \$4,586.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2020 ending June 30, 2020.

02-023-023-234010-31060000 Dept. of Safety – Division of State Police – MCSAP Grant
010-500100
Personal Services – Perm \$4,586.00

Explanation

This request is to cover a shortfall in salary costs of SFY 2020 attributed to insufficient funds budgeted based on the salary and step of incumbents.

Respectfully submitted,

Robert L. Quinn
Robert L. Quinn
Commissioner of Safety



State of New Hampshire

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

ROBERT L. QUINN
COMMISSIONER OF SAFETY

June 23, 2020

His Excellency, Governor Christopher T. Sununu
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 Highway Funds in the amount of \$1,679.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2020 ending June 30, 2020.

02-023-023-234010-31060000 Dept. of Safety – Division of State Police – MCSAP Grant
060-500602
Health Ins Benefit (Perm) \$1,679.00

Explanation

This request is to cover a shortfall in benefit costs of SFY 2020 attributed to insufficient funds budgeted based on the benefits of the incumbents.

Respectfully submitted,


Robert L. Quinn
Commissioner of Safety



State of New Hampshire

DEPARTMENT OF SAFETY
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MLC
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ROBERT L. QUINN
COMMISSIONER OF SAFETY

June 23, 2020

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

Requested Action

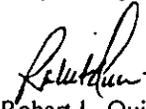
Pursuant to RSA 99:4, Employee Salary Adjustment Fund, the Department of Safety requests to transfer General Funds in the amount of \$480.00 to cover a projected shortage in Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2020 ending June 30, 2020.

02-023-023-234015-45650000 Dept. of Safety – Division of State Police – J-ONE
010-500100
Personal Services – Perm \$480.00

Explanation

This request is to cover a shortfall in salary costs of SFY 2020 attributed to insufficient funds budgeted based on the salary and step of incumbents.

Respectfully submitted,


Robert L. Quinn
Commissioner of Safety

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State of New Hampshire

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

ROBERT L. QUINN
COMMISSIONER OF SAFETY

June 23, 2020

His Excellency, Governor Christopher T. Sununu
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 \$35,152.00 to cover a projected shortage in Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2020 ending June 30, 2020.

02-023-023-234015-23050000 Dept. of Safety – Division of State Police – Commercial Enforcement
010-500100
Personal Services – Perm \$35,152.00

Explanation

This request is to cover a shortfall in salary costs of SFY 2020 attributed to insufficient funds budgeted based on the salary and step of incumbents.

Respectfully submitted,

Robert L. Quinn
Robert L. Quinn
Commissioner of Safety



State of New Hampshire

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

ROBERT L. QUINN
 COMMISSIONER OF SAFETY

June 23, 2020

His Excellency, Governor Christopher T. Sununu
 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 General Funds in the amount of \$7,152.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2020 ending June 30, 2020.

02-023-023-234015-23050000	Dept. of Safety – Division of State Police – Commercial Enforcement	
060-500602		
Health Ins Benefit (Perm)		\$7,152.00

Explanation

This request is to cover a shortfall in benefit costs through the end of SFY 2020 attributed to insufficient funds budgeted based on the benefits of the incumbents.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert L. Quinn".

Robert L. Quinn
 Commissioner of Safety



State of New Hampshire

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

ROBERT L. QUINN
COMMISSIONER OF SAFETY

June 23, 2020

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

Requested Action

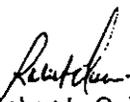
Pursuant to RSA 9:17c, Employee Benefit Adjustment Fund, the Department of Safety requests to transfer General Funds in the amount of \$8,455.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2020 ending June 30, 2020.

02-023-023-234015-45650000. Dept. of Safety – Division of State Police – J-ONE
060-500602
Health Ins Benefit (Perm) \$8,455.00

Explanation

This request is to cover a shortfall in benefit costs through the end of SFY 2020 attributed to insufficient funds budgeted based on the benefits of the incumbents.

Respectfully submitted,


Robert L. Quinn
Commissioner of Safety



State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
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ROBERT L. QUINN
COMMISSIONER OF SAFETY

June 23, 2020

His Excellency, Christopher T. Sununu
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 \$4,296.00 to cover a projected shortage in the Office of the Commissioner. Effective upon Governor and Council approval for State Fiscal Year 2020 ending June 30, 2020.

02-023-023-231015-90020000 Dept. of Safety – Office of the Commissioner – Legal Unit
010-500100
Personal Services – Perm \$4,296.00

Explanation

This request is to cover a shortfall in salary costs of SFY 2020 attributed to insufficient funds budgeted based on the salary and step of incumbents.

Respectfully submitted,


Robert L. Quinn
Commissioner of Safety



State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
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ROBERT L. QUINN
COMMISSIONER OF SAFETY

June 23, 2020

His Excellency, Christopher T. Sununu
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 \$112.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2020 ending June 30, 2020.

02-023-023-234015-45650000 Dept. of Safety – Division of State Police – J-ONE
010-500100
Personal Services – Perm \$112.00

Explanation

This request is to cover a shortfall in salary costs of SFY 2020 attributed to insufficient funds budgeted based on the salary and step of incumbents.

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety



State of New Hampshire

DEPARTMENT OF SAFETY
OFFICE OF THE COMMISSIONER
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603-271-2791

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ROBERT L. QUINN
COMMISSIONER OF SAFETY

June 23, 2020

His Excellency, Christopher T. Sununu
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 \$90,369.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2020 ending June 30, 2020.

02-023-023-234015-23050000 Dept. of Safety – Division of State Police – Commercial Enforcement
010-500100
Personal Services – Perm \$90,369.00

Explanation

This request is to cover a shortfall in salary costs of SFY 2020 attributed to insufficient funds budgeted based on the salary and step of incumbents.

Respectfully submitted,

Robert L. Quinn
Robert L. Quinn
Commissioner of Safety



State of New Hampshire

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

ROBERT L. QUINN
COMMISSIONER OF SAFETY

June 23, 2020

His Excellency, Governor Christopher T. Sununu
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 Highway Funds in the amount of \$18,386.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2020 ending June 30, 2020.

02-023-023-234015-23050000	Dept. of Safety – Division of State Police – Commercial Enforcement	
060-500602		
Health Ins Benefit (Perm)		\$18,386.00

Explanation

This request is to cover a shortfall in benefit costs of SFY 2020 attributed to insufficient funds budgeted based on the benefits of the incumbents.

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety



State of New Hampshire

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

ROBERT L. QUINN
 COMMISSIONER OF SAFETY

June 23, 2020

His Excellency, Governor Christopher T. Sununu
 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 Highway Funds in the amount of \$3,610.00 to cover a projected shortage in the Division of Administration. Effective upon Governor and Council approval for State Fiscal Year 2020 ending June 30, 2020.

02-023-023-232015-23190000 Dept. of Safety – Division of Administration – Copy Center
 060-500602
 Health Ins Benefit (Perm) \$3,610.00

Explanation

This request is to cover a shortfall in benefit costs of SFY 2020 attributed to insufficient funds budgeted based on the benefits of the incumbents.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert L. Quinn".

Robert L. Quinn
 Commissioner of Safety



ROBERT L. QUINN
COMMISSIONER OF SAFETY

State of New Hampshire

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

June 23, 2020

His Excellency, Governor Christopher T. Sununu
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 Highway Funds in the amount of \$56.00 to cover a projected shortage in the Office of the Commissioner. Effective upon Governor and Council approval for State Fiscal Year 2020 ending June 30, 2020.

02-023-023-231015-23210000 Dept. of Safety – Office of the Commissioner – Grants Coordinator
060-500602
Health Ins Benefit (Perm) \$56.00

Explanation

This request is to cover a shortfall in benefit costs of SFY 2020 attributed to insufficient funds budgeted based on the benefits of the incumbents.

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety



State of New Hampshire

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

ROBERT L. QUINN
COMMISSIONER OF SAFETY

June 23, 2020

His Excellency, Governor Christopher T. Sununu
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 Highway Funds in the amount of \$1,983.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2020 ending June 30, 2020.

02-023-023-234015-45650000	Dept. of Safety – Division of State Police – J-ONE	
060-500602		
Health Ins Benefit (Perm)		\$1,983.00

Explanation

This request is to cover a shortfall in benefit costs of SFY 2020 attributed to insufficient funds budgeted based on the benefits of the incumbents.

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety

NEW HAMPSHIRE
DEPARTMENT OF STATE

TB
WJG



William M. Gardner
Secretary of State

Robert P. Ambrose
Senior Deputy Secretary of State

David M. Scanlan
Deputy Secretary of State

June 10, 2020

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

REQUESTED ACTION

Pursuant to RSA 99:4, the Department of State requests a transfer from the Salary Adjustment Fund in the amount of \$24,600 to the following accounts as listed below to cover shortages effective upon Governor and Council approval. 100% General Funds.

From: Salary Adjustment Fund		(\$25,100)
To: Records and Archives		
010-032-1610000-010-500100		\$22,000
010-032-1610000-011-500126		\$3,100

EXPLANATION

The requested transfers are to fund salaries through the end of FY 2020. The shortfalls are due to an agency miscalculation that allowed salary sweeps to leave less than necessary appropriation to meet obligations and an incumbent being paid at a higher pay than the budgeted rate due to step increases.

Fund amounts from the Department transferred to the Salary Adjustment Funds during fiscal year 2020, as well as balances available at year-end represent sufficient amounts to support this request.

Respectfully submitted,

Handwritten signature of William M. Gardner.

William M. Gardner
Secretary of State

TB

NEW HAMPSHIRE
DEPARTMENT OF STATE



William M. Gardner
Secretary of State

Robert P. Ambrose
Senior Deputy Secretary of State

David M. Scanlan
Deputy Secretary of State

June 10, 2020

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

REQUESTED ACTION

Pursuant to RSA 9:17c, the Department of State requests a transfer from the Benefit Adjustment Fund in the amount of \$7,600 to the following account as listed below to cover shortages effective upon Governor and Council approval. 100% General Funds.

From:	Benefit Adjustment Fund	(\$7,600)
To:	Records and Archives 010-032-1610000-060-500601	\$7,600

EXPLANATION

The requested transfers are to fund benefits through the end of FY 2020. The shortfalls are due to an agency miscalculation that allowed the benefit sweeps to leave less than necessary appropriation to meet obligations.

Fund amounts from the Department transferred to the Benefit Adjustment Funds during fiscal year 2020, as well as balances available at year-end represent sufficient amounts to support this request.

Respectfully submitted,

William M. Gardner
Secretary of State

YOR



STATE OF NEW HAMPSHIRE
DEPARTMENT OF NATURAL AND CULTURAL RESOURCES
OFFICE OF THE COMMISSIONER

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

June 23, 2020

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

REQUESTED ACTION

In accordance with RSA 9-17-c the Department of Natural and Cultural Resources requests a transfer from the Benefit Adjustment Fund in the total amount of \$39,468.

From: Benefit Adjustment Fund

To:

010-3510-12360000-060 EMERALD ASH BORER MGT FND	\$7,294
010-3510-21030000-060 NATURAL HERITAGE - AGENCY INC	\$14,362
010-3510-35000000-060 FOREST & LANDS ADMINISTRATION	\$4,694
010-3530-25510000-060 CENTRAL LIBRARY SERVICES	<u>\$13,118</u>
Total:	\$39,468

EXPLANATION

A review of the Department's benefit accounts indicates accounts with shortfalls of \$39,468.

10-12360000-060 - Due to a position budgeted with a single cost benefit plan but change of employee status to family cost benefit plan.

10-21030000-060 - Due to a position budgeted with a single cost benefit plan vacated and subsequently filled using the family cost benefit plan.

10-35000000-060 - Due to a position budgeted with a single cost benefit plan vacated and subsequently filled using the family cost benefit plan.

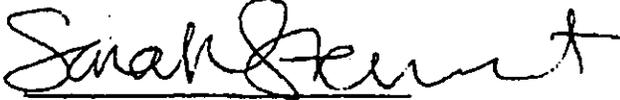
10-25510000-060 - Due to a position budgeted with a single plus 1 cost benefit plan that was filled using the family cost benefit plan.

The above noted transfer will be offset by significant benefit appropriations expected to lapse at the end of the fiscal year across various accounting units within the Department.

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

Thank you for your consideration.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sarah L. Stewart". The signature is written in black ink and is positioned above a horizontal line.

Sarah L. Stewart,
Commissioner

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The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

July 6, 2020

His Excellency, Governor Christopher T. Sununu
 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 Benefit Adjustment Fund in the amount of \$ 170 to the following Accounting Unit (AU) as listed below.

To:	03-44-44-444010-54010000-060	\$ 170
	Total	\$ 170

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

Robert R. Scott, Commissioner



LAR
SLM

June 10, 2020

His Excellency, Governor Christopher T. Sununu
 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 \$1,515 to the following Accounting Units (AU) as listed below.

To:	03-44-44-442010-10000000-010	\$	1,500
	03-44-44-440010-10130000-011		5
	03-44-44-444010-54010000-011		5
	03-44-44-443010-91000000-011		5
	Total	\$	1,515

Source of Funds: 100% General Funds

EXPLANATION

DES recently reviewed all salary accounts and found a shortage in the accounts noted above due to an adjustment for an increment as well as budget rounding estimates. Your approval of this transfer will insure that DES meets its obligations to its employees.

We respectfully request your approval.

Susan A. Carlson

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



The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

June 10, 2020

His Excellency, Governor Christopher T. Sununu
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 Benefit Adjustment Fund in the amount of \$3,500 to the following Accounting Unit (AU) as listed below.

To:	03-44-44-444010-25890000-060	\$ 3,500
	Total	\$ 3,500

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



New Hampshire Fish and Game Department

HEADQUARTERS: 11 Hazen Drive, Concord, NH 03301-6500
(603) 271-3421
FAX (603) 271-5829

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

JOR
YAH

May 22, 2020

His Excellency, Governor Christopher T. Sununu
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:

FROM:		
20-07500-54470000-219-502687	Salary Adjustment Fund	-\$-39,700.00
TO:		
20-07500-21100000-010-500100	Business Management	+\$ 50.00
20-07500-21110000-010-500100	OHRV Registration Prog.	+\$ 3,100.00
20-07500-21200000-010-500100	Public Information-Outreach	+\$ 750.00
20-07500-21240000-010-500100	Wildlife Conservation Edu.	+\$18,000.00
20-07500-21320000-010-500100	Hatcheries	+\$ 4,800.00
20-07500-78870000-010-500100	Conservation Law Enforcement	+\$13,000.00

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 2020. 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: rog1@wildlife.nh.gov

REGION 2
PO Box 417
New Hampton, NH 03256
(603) 744-6470
FAX (603) 744-6302
email: rog2@wildlife.nh.gov

REGION 3
225 Main Street
Durham, NH 03824-4732
(603) 868-1095
FAX (603) 868-3305
email: rog3@wildlife.nh.gov

REGION 4
15 Ash Brook Court
Keene, NH 03431
(603) 352-9669
FAX (603) 352-8788
email: rog4@wildlife.nh.gov



New Hampshire Fish and Game Department

HEADQUARTERS: 11 Hazen Drive, Concord, NH 03301-6500
(603) 271-3421
FAX (603) 271-5829

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

JAR

May 22, 2020

His Excellency, Governor Christopher T. Sununu
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	-\$29,800.00
TO:		
20-07500-21110000-060-500602	OHRV Registration Prog.	+\$ 2,600.00
20-07500-21190000-060-500602	Fleet Management	+\$12,000.00
20-07500-21220000-060-500602	Aquatic Education	+\$10,000.00
20-07500-21240000-060-500602	Wildlife Conservation Edu.	+\$ 5,200.00

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 2020. 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

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



*Victoria F. Sheehan
Commissioner*

*William Cass, P.E.
Assistant Commissioner*

Bureau of Finance and Contracts
June 18, 2020

WJM

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

REQUESTED ACTION

Pursuant to RSA 99:4, the Department of Transportation (DOT) requests a transfer from the Salary Adjustment Fund in the amount of \$168,117 to the following accounts as listed below to cover shortages effective upon Governor and Council Approval. 100% Highway Funds.

From: Salary Adjustment Fund:	FY2020
04-096-096-960015-30510000-219-502687	\$168,117
To:	
04-096-096-962015-30320000-010-500100	\$10,123
04-096-096-962015-30330000-010-500100	\$39,600
04-096-096-960015-30380000-010-500100	\$15,979
04-096-096-960015-30400000-010-500100	\$88,715
04-096-096-960515-30660000-010-500100	\$13,700

EXPLANATION

The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2020. The shortfalls are due to filled positions at higher than budget and the transfer of positions after the budget was approved.

We respectfully request your approval.

Sincerely,

Victoria F. Sheehan

Victoria F. Sheehan
Commissioner

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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

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

Bureau of Finance and Contracts
June 18, 2020

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 \$1,377,107 to the following accounts as listed below to cover shortages effective upon Governor and Council Approval. 100% Highway Funds.

From: Benefit Adjustment Fund:		FY2020
04-096-096-960015-30530000-220-502688		\$1,377,107
To:	04-096-096-960515-29280000-060-500601	\$1,332,000
	04-096-096-962015-30320000-060-500601	\$ 9,524
	04-096-096-960015-30400000-060-500601	\$35,583

EXPLANATION

The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2020. The shortfalls are due to benefit allocation at higher than budget and the transfer of positions after the budget was approved.

We respectfully request your approval.

Sincerely,

Victoria F. Sheehan
Commissioner

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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

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

Bureau of Finance and Contracts
June 18, 2020

REQUESTED ACTION

Pursuant to RSA 99:4, the Department of Transportation (DOT) requests a transfer from the Salary Adjustment Fund in the amount of \$56,381 to the following account as listed below to cover shortages effective upon Governor and Council Approval. 100% Turnpike Funds.

From: Salary Adjustment Fund:	FY2020
04-096-096-961017-70850000-219-502687	\$56,381
To: 04-096-096-961017-70370000-010-500100	\$56,381

EXPLANATION

The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2020. The shortfalls are due to filled positions at higher than budget.

We respectfully request your approval.

Sincerely,

Victoria F. Sheehan
Commissioner

Sam



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

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

Bureau of Finance and Contracts
June 18, 2020

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 \$83,785 to the following accounts as listed below to cover shortages effective upon Governor and Council Approval. 100% Turnpike Funds.

From: Benefit Adjustment Fund:	FY2020
04-096-096-961017-70860000-220-502688	\$83,785
To: 04-096-096-961017-70370000-060-500601	\$83,785

EXPLANATION

The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2020. The shortfalls are due to benefit allocation at higher than budget.

We respectfully request your approval.

Sincerely,

Victoria F. Sheehan
Commissioner

State of New Hampshire

Board of Tax and Land Appeals

Michele E. LeBrun, Chair
Albert F. Shamash, Esq., Member
Theresa M. Walker, Member
.....
Anne M. Stelmach, Clerk



Governor Hugh J. Gallen
State Office Park
Johnson Hall
107 Pleasant Street
Concord, New Hampshire
03301-3834

May 7, 2020

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

REQUESTED ACTION

In accordance with RSA 99:4, the Board of Tax and Land Appeals respectfully requests authorization to transfer the amount of \$31,770.00 from the Salary Adjustment Fund to cover an appropriation shortfall for Fiscal Year 2020 as follows:

<u>Appropriation</u>	<u>Description</u>	<u>Amount</u>
010-089-1241-010	Salary of Permanent Classified Employees Salary Adjustment Fund	\$31,770.00 (\$31,770.00)

EXPLANATION

This request seeks to provide adequate Class 010 funds for the balance of the fiscal year and is due to staff step increases as well as the hiring and transfer of the board's tax review appraiser from the Department of Revenue Administration. The labor grade and step of this salary are most of the costs associated with this request. The above noted transfer cannot be offset by any transfer from this agency.

Your favorable consideration of this request will ensure there will be no negative balance at the close of the fiscal year.

Respectfully submitted,

Handwritten signature of Michele E. LeBrun in cursive.

Michele E. LeBrun, Chair