



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  
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April 17, 2016

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

**REQUESTED ACTION**

Authorize the Department of Administrative Services (DAS) pursuant to the provisions of RSA 21-I:54, to extend the temporary full-time position of Supervisor VII (8T2906) in the DAS Bureau of Facilities and Assets Management. This request is to extend the position for one year, from June 7, 2017 to June 7, 2018. **100% Other Funds.**

Funding is anticipated to be available in the Department of Administrative Services Bureau of Facilities and Assets Management budget for SFY18 as follows:

01-14-14-141510-20420000 Plant and Property Management, Facilities & Assets Management

	<u>SFY18</u>
059-500117	\$ 59,967
060-500601	<u>\$ 29,073</u>
	\$ 89,040

**EXPLANATION**

This position was established on June 7, 2016 to supervise and manage the planning, design, scheduling, specification development and management of facility improvement projects and district office lease renewals, and was filled on October 12, 2016.

This position is critical to the Bureau as it supervises a multitude of primary functions within the bureau. The position is the direct back-up to the Administrator I position to ensure that functions, including supervising new construction, renovation and relocation projects is implemented, the lease renewal process for all DHHS field offices is performed correctly and in

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accordance with all applicable codes. The position performs a variety of duties including the selection of property, space planning and is the primary designer for the intended leased space and duties related to overall supervision, management and critical Bureau functions for DAS.

Your approval of this extension would be greatly appreciated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Vicki V. Quiram". The signature is fluid and cursive, with the first name "Vicki" being the most prominent.

Vicki V. Quiram  
Commissioner