



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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July 8, 2019

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

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

REQUESTED ACTION

Pursuant to RSA 9:16-a, II, authorize the Department of Administrative Services, Division of Plant and Property, General Services Maintenance and Grounds, to create a new class code and transfer funds into this class in the amount of \$4,300. The transfer is summarized below. Effective upon Fiscal Committee and Governor and Council approval through September 30, 2019. **Funding Source: 99.63% General Funds, .37% Transfer Other Agencies**

SFY 2020

10-14-14-141510-29500000 Department of Administrative Services, Division of Plant & Property, General Services Maintenance and Grounds

CLASS	DESCRIPTION	FY20 Current Authorized	Amount to Transfer	FY20 Total Adj Authorized
UUU-000010	GENERAL FUNDS	\$ 1,194,240		\$ 1,194,240
001-482838	TRANSFER OTHER AGENCIES	\$ 4,480		\$ 4,480
		\$ 1,195,720		\$ 1,195,720
010-500100	PERSONAL SERVICES PERM CLAS	\$ 216,230		\$ 216,230
018-500106	OVERTIME	\$ 14,018		\$ 14,018
020-500200	CURRENT EXPENSES	\$ 46,328	\$ (4,300)	\$ 42,028
022-500257	RENTS-LEASES OTHER THAN STA	\$ 200		\$ 200
023-500291	HEAT ELECTRICITY WATER	\$ 329,393		\$ 329,393
030-500301	EQUIPMENT NEW REPLACEMENT	\$ 29,734		\$ 29,734

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039-500188	TELECOMMUNICATIONS	\$	4,163		\$	4,163	
047-500240	OWN FORCES MAINT BUILD-GRN	\$	4,752		\$	4,752	
048-500226	CONTRACTUAL MAINT BUILD-GRN	\$	313,807		\$	313,807	
050-500109	PERSONAL SERVICE TEMP APPOI	\$	71,525		\$	71,525	
060-500602	BENEFITS	\$	136,084		\$	136,084	
070-500704	IN STATE TRAVEL REIMBURSEME	\$	775		\$	775	
080-500713	OUT OF STATE TRAVEL REIMBURS	\$	-	\$	4,300	\$	4,300
103-500736	CONTRACTS FOR OP SERVICES	\$	28,711		\$	28,711	
	TOTALS	\$	1,195,720	\$	-	\$	1,195,720

EXPLANATION

This transfer reflects an adjustment to address projected expenses in the Division of Plant and Property, General Services Maintenance and Grounds. Anticipated travel costs for three employees to travel out-of-state in August 2019 have been projected and will be required to reimburse each employee. Funds are available to transfer out of class 020, current expenses into class 080, out-of-state travel. There were no funds budgeted in class 080 when creating the budget as we did not anticipate the need for this training. This transfer will provide for the continued efficient operation of the Department.

Listed below are answers to standard questions required of all Fiscal Committee item requests, related to RSA 9:16-a, "Transfers authorized", RSA 14:30-a, VI "Expenditure of funds over \$100,000 from any Non State Source", or RSA 124:15, "Positions Authorized", or both, and all emergency requests pursuant to " Chapter 145, subparagraph I, (a), Laws of 2019, making temporary appropriations for the expenses and encumbrances of the State of New Hampshire":

1. *Is the action required of this request a result of the Continuing Resolution for FY 2020?* No, this is not part of the Continuing Resolution, this action would have been requested if the FY2020-2021 Operating Budget proposal had been passed;
2. *If this request is retroactive what is the significance and importance of the action being effective from an earlier date?* This request is not retroactive; payments will be made to employees for reimbursement of their travel expenses in September 2019;
3. *Is this a previously funded and ongoing program established through Fiscal Committee and Governor and Executive Council action? (If so, include as an attachment the original documents as approved and cite the specific dates of authorization and end dates for each action as part of your answer to this question.)* No, this request was not previously funded;
4. *Was funding for this program included in the FY 2018-2019 enacted Budget or requested and denied?* This funding was not requested or denied in the FY 2018-2019 enacted budget as this travel was not anticipated until April 2019;

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5. *Is this program in total or in part, included in the vetoed FY 2020-2021 Operating Budget proposal currently pending for your department, or was it requested and denied? No, this request is not part of the vetoed FY2020-2021 budget;*
6. *Does this program include, either positions or consultants, and if so are the positions filled, vacant, or have offers pending? (Please provide details for each position and note whether consultant contracts have been awarded.) This request is for reimbursement of travel expenditures for (3) currently filled positions;*
7. *What would be the effect should this program be discontinued or not initiated as a result of this request being denied? If this request is denied, (3) employees would not be able to attend necessary training to perform ongoing maintenance and troubleshooting of the newly installed boilers in downtown Concord.*

The following is the information specifically required when transfers are requested, in accordance with the Budget Officer's instructional memorandum dated April 17, 1985, to support the above requested actions.

- A. *Justification:* The transfer consists of a transfer of funds to cover a projected deficit in class 080, Out-Of-State Travel. There were no funds appropriated to this class for this biennium hence, the request. The transfer will cover the costs of three employees to attend out-of-state boiler training in August 2019 for the new boilers installed downtown in the Upham Walker Building, the Legislative Office Building, and the Department of Justice Building Funds are available to cover this transfer in class 020, current expenses.
- B. *Does this transfer involve continuing programs or one-time projects?* This transfer involves continuing programs;
- C. *Is this transfer required to maintain existing program levels or will it increase the program level?* This transfer is required to increase program levels;
- D. *Cite any requirements which make this program mandatory.* RSA 21-I:12, II (b) (2);
- E. *Identify the source of funds on all accounts listed on this transfer.* 99.63% General Funds, .37% Transfer from Other Agency;
- F. *Will there be any effect on revenue if this transfer is not approved?* There is no anticipated effect on revenue as a result of this transfer;
- G. *Are funds expected to lapse if this transfer is not approved?* It is anticipated that some funds will lapse whether this transfer is approved or not;
- H. *Are personnel services involved?* All transfers of funds into class 080, Out-Of-State Travel are to support existing budgeted positions and not for the creation of any new positions.

The Department has conducted a detailed review of these line items in the budget to ensure that available funds are maximized to the greatest degree possible.

Respectfully submitted,



Charles Arlinghaus
Commissioner



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OFFICE OF THE COMMISSIONER
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 Concord, New Hampshire 03301

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April 1, 2019

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

REQUESTED ACTION

Pursuant to MOP 1102 (L), authorize the Department of Administrative Services, Division of Plant and Property, General Services Maintenance & Grounds, to allow Michael Baxley, Daniel Miles, and Mark Pezzulo to travel over 300 miles one way in a state vehicle to Stroudsburg, PA to attend boiler training for the new boilers installed downtown in the Upham Walker building, Legislative Office Building and the Department of Justice Building, upon Governor and Council approval. **100% General Funds**

EXPLANATION

Permission is requested for Michael Baxley, Daniel Miles, and Mark Pezzulo, Maintenance Technicians, to travel to Stroudsburg, PA for Patterson-Kelley Boiler technician training for four days and five nights. The purpose of this training is to familiarize the technicians with maintenance and troubleshooting the three new locations with these boilers. This will give the Department of Administrative Services training in new equipment that will be in use for decades to come.

We are requesting to let the men travel in two separate trips: This allows us to have qualified people available in State if there is an emergency that needs to be addressed. We are requesting to let the men drive in A12 for both trips instead of flying, 330 miles each way. The total cost for three people flying and a rental car at location would be roughly \$1,850.00. The driving would cost roughly \$250.00 round trip for gas and tolls for both trips. This is a significant savings to the state on driving compared to flying. Please see attached form A-24's.

Respectfully submitted,

Charles M. Arlinghaus
 Commissioner

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: 3/22/19

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Administrative Services/ General Services requests permission for 2 employees or their designees to travel to Stroudsburg, PA for 6 days of out-of-state travel status from 8/11/19 to 8/16/19

Conference/Workshop/Seminar Title

Patterson-Kelley Boiler Training

Purpose of Travel

Training on new boiler operations and troubleshooting

Attendees and their Titles

- | | |
|---|-----------|
| <u>Michael Baxley Maintenance Technician</u> | <u>5.</u> |
| <u>2. Daniel Miles Maintenance Technician</u> | <u>6.</u> |
| <u>3.</u> | <u>7.</u> |
| <u>4.</u> | <u>8.</u> |

Fiscal Information - Summary Fiscal Year

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 0.00	Appropriation for Out-of-State Travel	\$ 0.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date	\$ 0.00
0712	Meals	\$ 350.00	Available Balance	\$ 0.00
0713	Hotel	\$ 2090.00	Amount requested this authorization	\$ 0.00
0714	Mileage	\$ 0.00	Estimated Balance Available	\$ 0.00
0715	Operation State Car	\$ 250.00		
0717	Miscellaneous	\$ 70.00	Appropriation Code	<u>010 - 014 - 2950 - 080</u>
0719	Registration Fees	\$ 1000.00	Source of Funds	<u>100% GENERAL FUNDS *</u>
	Total	\$ 3,760.00		

Authorized Signature 

*Request to transfer funds into class 080 will be submitted to Fiscal Committee and Governor and Council in July 2019

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: 4/1/19

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Administrative Services/ General Services requests permission for 1 employees or their designees to travel to Stroudsburg, PA for 6 days of out-of-state travel status from 8/25/19 to 8/30/19

Conference/Workshop/Seminar Title

Patterson-Kelley Boiler Training

Purpose of Travel

Training on new boiler operations and troubleshooting

Attendees and their Titles

- | | |
|--|----|
| 1. Mark Pezzulo Maintenance Technician | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Fiscal Information - Summary Fiscal Year

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 0.00	Appropriation for Out-of-State Travel	\$ 0.00
0711	Per Diem in Lieu	\$ 0.00	Amount Expended to date	\$ 0.00
0712	Meals	\$ 175.00	Available Balance	\$ 0.00
0713	Hotel	\$ 1045.00	Amount requested this authorization	\$ 0.00
0714	Mileage	\$ 0.00	Estimated Balance Available	\$ 0.00
0715	Operation State Car	\$ 250.00		
0717	Miscellaneous	\$ 70.00	Appropriation Code	<u>010 - 014 - 2950 - 080</u>
0719	Registration Fees	\$ 500.00	Source of Funds	<u>100% GENERAL FUNDS *</u>
	<u>Total</u>	<u>\$ 2,040.00</u>		

Authorized Signature 

*Request to transfer funds into class 080 will be submitted to Fiscal Committee and Governor and Council in July 2019