



STATE OF NEW HAMPSHIRE  
DEPARTMENT of NATURAL and CULTURAL RESOURCES  
DIVISION of HISTORICAL RESOURCES

19 Pillsbury Street CONCORD, NEW HAMPSHIRE 03301

April 26, 2018

The Honorable Neal M. Kurk, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

*[Signature]*  
5/8/18  
Approved by Fiscal Committee \_\_\_\_\_ Date \_\_\_\_\_

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

**REQUESTED ACTION**

- 1) Pursuant to RSA 261:97-b, I (a), authorization is respectfully requested for the Department of Natural and Cultural Resources, Division of Historical Resources to budget and expend \$6,416 in FY 2018 and \$38,584 in FY 2019 from the Conservation Number Plate Fund. Funds will be used to support an ongoing statewide survey project that is being conducted to maintain and provide information on historic properties in the state upon Fiscal Committee and Governor and Executive Council approval through June 30, 2019. **100% Agency Income**
- 2) Pursuant to RSA 124:15, further authorize the establishment of two (2) temporary part-time Program Specialist I positions for the purpose of providing technical support to Division staff in the creation, implementation and ongoing management of a Geographic Information System and other digital records on historical properties in New Hampshire upon Fiscal Committee approval through June 30, 2019. **100% Agency Income**

Funding to be budgeted as follows:

03-35-35-350010-34050000								
CONSERVATION PLATE FUND								
Class	Description	Acct	FY 2018 Current Budget	Requested Action	FY 2018 Revised Budget	FY 2019 Current Budget	Requested Action	FY 2019 Revised Budget
<b>Revenue</b>								
008	Agency Income	405368	(275,598)	(6,416)	(282,014)	(250,000)	(38,584)	(288,584)
009	Agency Income	405391	(40,000)		(40,000)	(40,000)		(40,000)
<b>Totals:</b>			<b>(315,598)</b>	<b>(6,416)</b>	<b>(322,014)</b>	<b>(290,000)</b>	<b>(38,584)</b>	<b>(328,584)</b>
<b>Expense</b>								
029	Intra-Agency Transfers	500290	125,000		125,000	125,000		125,000
048	Contractual Maint B&G	500226	132,689		132,689	125,000		125,000
050	Personal Service Temp	500109	0	5,925	5,925	0	35,632	35,632
060	Benefits	500612	0	491	491	0	2,952	2,952
069	Promotional Marketing Exp	500567	57,909	0	57,909	40,000	0	40,000
<b>Totals:</b>			<b>315,598</b>	<b>6,416</b>	<b>322,014</b>	<b>290,000</b>	<b>38,584</b>	<b>328,584</b>

## EXPLANATION

The Conservation License Plate funding is derived from the sale of conservation license plates. In accordance with RSA 261:97-b, I, proceeds from the sale of conservation license plates is distributed to several state agencies including the Department of Natural and Cultural Resources. Additionally, RSA 261:97-c, I, states that the DNC funding is to be used to promote the use and conservation of cultural resources in New Hampshire and to preserve the cultural heritage that belongs to all New Hampshire citizens.

Following Hurricane Sandy several years ago, the Division of Historical Resources (DHR) was awarded a competitive federal grant for the purpose of better preparing the state's historic resources for future disasters. Grant dollars were limited to the six counties in NH that received public assistance from FEMA. One of the projects funded under the award was the digitalization of the 40+ years of historic property and archaeological site records at the DHR and the creation of the GIS-based online platform that will provide 24/7 public access to those records, for uses such as disaster planning and response, environmental reviews for regulatory purposes, community planning and general research.

The requested funding continues the project in the four counties that were not eligible for Hurricane Sandy funding: Merrimack, Hillsborough, Cheshire and Stratford. In order to provide accurate data for the new system, the 2 temporary Program Specialists will determine whether recorded properties are extant, rectify their locations using NH State Plan coordinates, work with the digitization contractor to scan the records in an organized and high quality manner, and write internal and external policies and procedures for the new online platform.

The current funding request leverages the federal grant funding and will complete the project statewide. When the four counties are complete, the 2 temporary part-time Program Specialists positions will end.

The following appropriations are requested for Fiscal Year 2018:

Class 050 - Personal Service Temp \$6,416, for 2 temporary part-time Program Specialist I positions to complete geo-referencing and other records management; estimated 275 hours through June 30, 2018; and  
Class 060 - Benefits \$491, related to the 2 temporary part-time positions.

The following appropriations are requested for Fiscal Year 2019:

Class 050 - Personal Service Temp \$35,632, for 2 temporary part-time Program Specialist I positions to complete geo-referencing and other records management; estimated 1,829 hours through June 30, 2019; and  
Class 060 - Benefits \$2,952, related to the 2 temporary part-time positions.

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

- 1) **List of personnel involved:** Two temporary part-time Program Specialist I, labor grade 19, \$19.75/hour.
- 2) **Nature, Need, and Duration:** This is a one-time project that will end once legacy paper records in Merrimack, Hillsborough, Cheshire and Stratford are accurately incorporated into the GIS-based online platform. Newly-submitted property and site records will be submitted in both paper and digital formats and will be handled by existing staff resources and procedures. Hiring two part-time temporary Program Specialists will complete the project statewide in half the time. Duration is based on efforts needed in the completed six counties.
- 3) **Relationship to existing agency programs:** This project relates to and will benefit several DHR programs: Survey and Inventory Program, NH State Register of Historic Places, National Register of Historic Places, Review & Compliance, and Preservation Planning.
- 4) **Has a similar program been requested of the legislature and denied?** The DHR has explored a number sources of funding for this program, but has not requested it of the Legislature due to the project's overall cost.

- 5) **Why wasn't funding included in the agency's budget request?** The DHR did not include this funding request in its budget request due to competing priorities and a constrained budget cycle.
- 6) **Can portions of the grant funds be utilized?** The goal of this project is to complete the project statewide, rather than completing only six of ten counties. Using only a portion of the funds would not meet this goal.
- 7) **Estimate the funds required to continue this position(s):** The DHR does not plan to continue these positions. Following the completion of the project in Merrimack, Hillsborough, Cheshire and Stratford counties, the positions will not be needed.

Thank you for your consideration.

Respectfully submitted,

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Jeffrey J. Rose  
Commissioner

State of New Hampshire  
Department of Natural and Cultural Resources  
Division of Historical Resources

**FISCAL SITUATION**

<b>03-35-35-350010-34050000 Conservation Plate Fund</b>	<b>Balance</b>
Budget Fiscal Year 2018	\$315,598
Additional Appropriation Request FY 2018	6,416
Revised Budget Fiscal Year 2018	\$322,014
Budget Fiscal Year 2019	\$250,000
Additional Appropriation Request FY 2019	\$38,584
Revised Budget Fiscal Year 2019	\$328,584