

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 1, 2016

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

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

**REQUESTED ACTION**

1. Pursuant to RSA 124:15, and contingent on the approval of request number two, authorize the Department of Administrative Services, Bureau of Plant/Property Management, Plant-Property Administration, to establish one (1) temporary part-time, class 050 position for the purpose of supporting the State Energy Manager's office for programs which reduce energy consumption and reduce costs in New Hampshire State buildings. Effective upon Fiscal Committee and Governor and Council approval for the period of July 1, 2016 through June 30, 2017. **100% Agency Income**

2. Authorize the Department of Administrative Services, Bureau of Plant/Property Management, Plant-Property Administration, to accept and expend a grant from the New Hampshire Office of Energy and Planning in an amount not to exceed \$37,000 for the purpose of supporting the State Energy Manager's office for programs which reduce energy consumption and reduce costs in New Hampshire State buildings. Effective upon Governor and Council approval for the period of July 1, 2016 through June 30, 2017. **100% Agency Income**

Funds will be budgeted as follows:  
01-14-14-141500-14400000 Department of Administrative Services, Bureau of Plant/Property Management, Plant-Property Administration

<u>Class</u>	<u>Description</u>	<u>FY17 Current Adjusted Authorized</u>	<u>Requested Action</u>	<u>Revised FY2017 Adjusted Authorized</u>
009-407017	Agency Income	\$0	(\$37,000)	(\$37,000)
010-500100	Personal Services	\$ 211,988	\$ 0	\$211,988
011-500126	Unclassified Personal Serv	\$ 94,375	\$ 0	\$ 94,375
020-500200	Current Expense	\$ 1,101	\$ 0	\$ 1,101
037-500165	Technology Hardware	\$ 1	\$ 0	\$ 1
038-500175	Technology Software	\$ 1	\$ 0	\$ 1
039-500180	Telecommunications	\$ 1,500	\$ 0	\$ 1,500
050-500109	Personal Serv – Temp	\$ 0	\$ 30,311	\$ 30,311
060-500601	Benefits	\$ 139,567	\$ 2,320	\$141,887
070-500704	In-State Travel Reimb	\$ 329	\$ 162	\$ 491
080-500710	Out-of-State Travel	\$ 1	\$ 1,200	\$ 1,201
103-502507	Contracts Program Serv	\$ 0	\$ 3,007	\$ 3,007
	Totals	\$ 448,863	\$ 37,000	\$ 485,863

### EXPLANATION

This grant will fund one (1) existing part-time position that will provide support for programs to reduce energy consumption and reduce costs in New Hampshire State buildings. The Planning Analyst/Data Systems position duties include improving the functionality of the state energy database and investigate to enhance its quality and its utility as a planning tool for energy efficiency projects. It will also fund additional travel expenditures and contracted services for energy efficiency in state-owned buildings

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

- 1) *List of personnel involved:* One (1) temporary part-time Planning Analyst/Data Systems position
- 2) *Nature, Need, and Duration:* To provide support for programs to reduce energy consumption and reduce costs in New Hampshire State buildings, through June 30, 2017
- 3) *Relationship to existing agency programs:* This position will provide support to the DAS State Energy Manager's office
- 4) *Has a similar program been requested of the legislature and denied?* No
- 5) *Why wasn't funding included in the agency's budget request?* The funds were unanticipated at the time the budget was created

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- 6) *Can portions of the grant funds be utilized?* Grant funds are being utilized for this position
- 7) *Estimate the funds required to continue this position:* Funds for this position are estimated at \$32,631 through the duration of the MOA through June 30, 2017.

Class 050 – Personal Serv. Part-Time Temporary funds will be used to pay the salary of one part-time Planning Analyst/Data Systems position

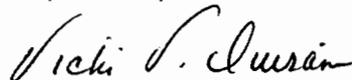
Class 060 – Benefits funds will be used to pay the benefits associated with the temporary part-time position

Class 070 – In-State Travel funds will be used for travel to other agencies to train employees on the energy database

Class 080 – Out-of-State Travel funds will be used for 2 employees to attend a 3-day federal energy conference. Workshops will provide relevant training to the Energy Management Office staff and will introduce new energy technologies that could be used in state buildings

Class 103 – Contracts for Program Services will be used to hire a consultant to assist with program development in the areas of retro-commissioning and/or energy saving performance contracts.

Respectfully submitted,



Vicki V. Quiram  
Commissioner

**MEMORANDUM OF AGREEMENT  
BETWEEN  
OFFICE OF ENERGY AND PLANNING  
AND  
DEPARTMENT OF ADMINISTRATIVE SERVICES**

This MOA describes activities that have been agreed to between the New Hampshire Office of Energy and Planning (OEP) and Department of Administrative Services (DAS) to utilize funding provided by OEP to reduce energy consumption and costs in state buildings. This agreement will become effective June 1, 2016, upon approval by Governor and Council. The project completion date is June 30, 2017.

For the purposes of this Agreement, OEP and DAS agree as follows:

1. The agencies shall assign appropriate staff to oversee the implementation of this Agreement.
2. The program funds may be used to:
  - a. Expand the State's use of retro-commissioning analyses to identify energy- and cost-saving measures in State buildings;
  - b. Streamline the State's Energy Saving Performance Contracting (ESPC) process. This may include developing tools such as standardized RFP's, contracts and State project management guidelines;
  - c. Education for State Energy Manager or other appropriate DAS Staff;
  - d. State Energy Database improvements. This may provide support for implementation of an updated online interface designed to make the state energy database more useful for studying and planning for energy use in State buildings, or to convert the current State Database to a standardized program that requires less internal support, in order to increase analytical functions and facilitate comparison of energy use in like buildings; and
3. Up to \$1,200.00 of funds provided may be used for educational purposes as approved by OEP.
4. DAS shall submit a detailed Program Plan for approval by OEP within 30 days of G&C approval of this agreement. The Program Plan may include:
  - a. Definition of goals, milestones, deliverables, and outcomes for expanding the use of retro-commissioning analyses in State buildings;
  - b. Definition of goals, milestones, deliverables, and outcomes for streamlining and improving the efficiency of ESPC for State buildings;
  - c. Proposal for education for State Energy Manager and staff;
  - d. Definition of goals, milestones, deliverables, and outcomes for upgrades to the state energy database; and

- e. Other appropriate opportunities to utilize the US DOE funding that DAS wishes to propose.
5. OEP shall respond to the proposed Program Plan within 15 days of receipt and either approve the plan or recommend changes. Subsequent submittals and approvals shall be subject to the same 15 day time period.
6. DAS shall administer the program(s).
7. DAS shall submit quarterly reports to OEP that include the following, if applicable:
  - a. Improvements to the State Energy Database: number of accounts reporting reliably
  - b. Improvements to the State Energy Database: percentage of accounts reporting reliably
  - c. Improvements to the State Energy Database: number of accounts cleaned and made useful
  - d. Measured reduction in energy use per square foot of occupied State Office space normalized for weather conditions
  - e. A description of any education workshops, training and education sessions offered for performance contracting and the State Energy Database; including number of participants in each
  - f. A description of any relevant education sessions attended by DAS;
  - g. A description of actions advancing work supported by prior SEP-funded contracts including retro-commissioning and ESPCs.
8. PROJECT COST: OEP shall provide funding in an amount up to \$2,000.00 in FY 2016 and up to \$35,000.00 for FY 2017. FY 2016 funding must be spent prior to June 30, 2016. FY 2017 funding is available for DAS use, through a system of invoicing and reimbursement, until June 30, 2017.
9. INVOICING: DAS will submit detailed invoices and related backup documentation within 15 days following the close of each fiscal quarter. Invoicing for fourth quarter of any fiscal year will be done as soon as feasible to ensure compliance with year-end deadlines.
10. TERMINATION: Either party may terminate this agreement upon providing written notice to the other thirty (30) days prior to termination. Upon termination, DAS will be paid for all qualifying work completed prior to termination.
11. DURATION: The project duration extends from, June 1, 2016, the date of approval by Governor and Council, through June 30, 2017 for program activities, invoicing and program year closeout, unless terminated by either party, or extended in writing by subsequent agreement of the parties and acceptance by Governor and Council.

IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.

MATH  
Meredith A. Hatfield, Director  
NH Office of Energy and Planning

5/3/16  
Date

Vicki V. Quiram  
Vicki V. Quiram, Commissioner  
NH Department of Administrative Services

5/5/16  
Date

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

By: Chas. G. Al  
Assistant Attorney General

Date: May 5, 2016

I hereby certify that the foregoing agreement was approved by the Governor and Council of the State of New Hampshire at their meeting on \_\_\_\_\_, \_\_\_\_\_.

OFFICE OF THE SECRETARY OF STATE

By: \_\_\_\_\_

Title: \_\_\_\_\_