



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
OFFICE OF THE COMMISSIONER  
25 Capitol Street – Room 120  
Concord, New Hampshire 03301

108 *Am*

Charles M. Arlinghaus  
Commissioner  
(603) 271-3201

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

August 1, 2017

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 service accounts after approval by the Director of the Division of Personnel, as authorized under RSA 99:4 during the period of August 23, 2017 to July 20, 2018 (anticipated extended year end closing date) for transfers related to fiscal year 2017 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 9:17C during the period of August 23, 2017 to July 20, 2018 (anticipated extended year end closing date) for transfers related to fiscal year 2017 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 service 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 period April 1 – June 30, 2017 and transacted through the year end closing date of July 21, 2017. There were no transfers prior to April 1, 2017.

Respectfully submitted,

*Charles M. Arlinghaus*  
Charles M. Arlinghaus  
Commissioner

CMA/tmh  
Attachments



CHRISTOPHER T. SUNUNU  
GOVERNOR

**STATE OF NEW HAMPSHIRE**  
**OFFICE OF ENERGY AND PLANNING**  
107 Pleasant Street, Johnson Hall  
Concord, NH 03301-3834  
Telephone: (603) 271-2155  
Fax: (603) 271-2615



May 23, 2017

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

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Office of Energy and Planning respectfully requests a transfer of \$5,473.00 from the Salary Adjustment Fund effective upon Governor and Council approval through June 30, 2017 to the following account:

	<b><u>FY 2017</u></b>
<u>Office of Energy &amp; Planning, Municipal/Regional Assistance</u>	
01-02-02-024010-65700000-010-500100 Personal Services Perm Class	\$5,473.00
(97.78% of \$5,597.00 required)	

**EXPLANATION**

The Municipal Regional Assistance program salary budget is comprised of General Funds (97.78%) and Federal Funds (2.22%). This request represents the increase of general funds needed to cover the expenses for the remainder of FY 2017.

This transfer is requested to cover the salary shortfall in FY 2017 due to the retirement payout for an employee during the current fiscal year.

The Office of Energy and Planning anticipates an estimated lapse of \$3,728.00 from class lines 020, 039, 060, 070, and 080 within this account to the General Fund to offset this request.

Respectfully submitted,

Myles Matteson  
Director

MM/bss



STATE OF NEW HAMPSHIRE  
OFFICE OF THE GOVERNOR

*Branlee*  
*SJA*  
*7/11/17*

CHRISTOPHER T. SUNUNU  
Governor

June 22, 2017

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 Fund, the Executive Department, Governor's Office, requests a transfer from the Salary Adjustment Fund, general funds in the amount of \$7,042.00 as follows to be effective upon Governor and Executive Council approval:

From: Salary Adjustment Fund:	\$7,042.00
To: 01-02-02-020010-10360000-016-500141	\$7,042.00

**EXPLANATION**

This requested transfer is to cover a shortfall in salaries through the end of fiscal year 2017. The shortfall is the result of payouts attributed to change in administration in the amount of \$74,391. The salary adjustment will be more than offset by an expected benefit surplus of more than \$25,000. Thank you for your consideration of this request.

Respectfully submitted,

*Jayne Millerick*  
Jayne Millerick, Chief of Staff

*Charlie Arlinghaus*  
Charlie Arlinghaus, Budget Director



STATE OF NEW HAMPSHIRE  
THE ADJUTANT GENERAL'S DEPARTMENT

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

*WNR*  
*5/1/17*

William N. Reddel, III, Major General  
*The Adjutant General*

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

Warren M. Perry, Colonel (ret.)  
*Deputy Adjutant General*

Stephanie L. Milender  
*Administrator*

April 14, 2017

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	\$42,000.00
To:	02-12-12-120010-22200000-060-500602 Administration and Armories	\$31,000.00
	02-12-12-121010-22600000-060-500602 Cemetery Operations	\$11,000.00
		\$42,000.00

**EXPLANATION**

The requested transfers are to fund benefits through the end of FY 2017. The shortfalls are due to family plan for health and dental premiums.

Your approval is respectfully requested.

Respectfully submitted,

*William N. Reddel, III*  
William N. Reddel, III  
Major General, NHNG  
Acting Adjutant General



STATE OF NEW HAMPSHIRE  
THE ADJUTANT GENERAL'S DEPARTMENT

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

*Edm*  
*SW*  
*ZMP*  
5/17

William N. Reddel, III, Major General  
*The Adjutant General*

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

Warren M. Perry, Colonel (ret.)  
*Deputy Adjutant General*

Stephanie L. Milender  
*Administrator*

April 14, 2017

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>\$48,010.00</u>
To:	02-12-12-120010-22200000-010-500100 Administration and Armories	\$48,000.00
	02-12-12-120010-22200000-011-500126 Administration and Armories	\$5.00
	02-12-12-120010-22200000-012-500128 Administration and Armories	<u>\$5.00</u>
		<u>\$48,010.00</u>

**EXPLANATION**

The requested transfers are to fund salaries through the end of FY 2017. The shortfalls are due to incremental pay increases.

Your approval is respectfully requested.

Respectfully submitted,

*William N. Reddel, III*  
William N. Reddel, III  
Major General, NHNG  
Acting Adjutant General



**State of New Hampshire**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 OFFICE OF THE COMMISSIONER  
 25 Capitol Street – Room 120  
 Concord, New Hampshire 03301

JOSEPH B. BOUCHARD  
 Assistant Commissioner  
 (603)-271-3204

June 27, 2017

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

**REQUESTED ACTION**

Pursuant to RSA 9:17-c, Employee Benefit Adjustment Account, authorize the Commissioner of the Department of Administrative Services to transfer \$64,834.00 in general funds from the Benefit Adjustment Account to the Department of Administrative Services divisions listed below effective the date of Governor and Council for State Fiscal Year ending June 30, 2017. **100% General Funds**

<b><u>Accounting Unit</u></b>	<b><u>Account Number</u></b>	<b><u>Amount</u></b>
Bureau of Accounting	01-14-14-140510-13100000-060-500602	\$ 15,403.00
Plant-Property Administration	01-14-14-141510-14400000-060-500602	\$ 20,036.00
Bur of Employee Relations	01-14-14-141510-14420000-060-500602	\$ 29,285.00
Emergency Support Function	01-14-14-141510-59120000-060-500602	\$ 110.00
<b>TOTAL</b>		<b>\$ 64,834.00</b>

**EXPLANATION**

The above requested transfers are to cover shortfalls in the benefit classes through the end of Fiscal Year 2017. 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 2017, as well as balances available at year-end represents sufficient amounts to support this request.

Respectfully submitted,

Joseph B. Bouchard  
 Assistant Commissioner

JB  
SUN  
MK



State of New Hampshire  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
OFFICE OF THE COMMISSIONER  
25 Capitol Street – Room 120  
Concord, New Hampshire 03301

JOSEPH B. BOUCHARD  
Assistant Commissioner  
(603)-271-3204

June 27, 2017

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

**REQUESTED ACTION**

Pursuant to RSA 99:4, The Salary Adjustment Account, authorize the Commissioner of the Department of Administrative Services to transfer \$52,708.00 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, 2017. **100% General Funds**

<u>Accounting Unit</u>	<u>Account Number</u>	<u>Amount</u>
Commissioner-Administration	01-14-14-140010-10420000-010-500100	\$ 19,143.00
Personnel Administration	01-14-14-141010-10420000-010-500100	\$ 13,235.00
Plant-Property Administration	01-14-14-141510-14400000-010-500100	\$ 13,199.00
Plant-Property Administration	01-14-14-141510-14400000-011-500126	\$ 5,329.00
Bur of Employee Relations	01-14-14-141010-14420000-011-501096	\$ 5.00
Fixed & Mobile Assets	01-14-14-141510-59130000-010-500100	\$ 1,797.00
	<b>TOTAL</b>	<b>\$ 52,708.00</b>

**EXPLANATION**

The above requested transfers are to cover shortfalls in salary classes through the end of Fiscal Year 2017. 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 2017, as well as balances available at year-end represents sufficient amounts to support this request.

Respectfully submitted,

Joseph B. Bouchard  
Assistant Commissioner

**New Hampshire**  
Department of Agriculture,  
Markets & Food

Lorraine S. Merrill, Commissioner

June 23, 2017

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

Dear Governor Sununu and Honorable Council:

**REQUESTED ACTION**

The Department of Agriculture, Markets & Food (NHDAMF) respectfully requests authorization for the following transfer be authorized in the amount of \$3,868.85 from the Salary Adjustment Fund, pursuant to NH RSA 99:4, to cover appropriation shortfalls for FY 2017, as follows:

<u>Account Description</u>	<u>Account Number</u>	<u>Amount</u>
Office of Commissioner	010-018-2500-010	\$ 89.12
Office of Commissioner	010-018-2500-011	100.62
Board of Vet Medicine	010-018-2948-010	3,069.19
Plant Industry	010-018-2135-010	<u>609.92</u>
Salary Adjustment Account		\$3,868.85

**EXPLANATION**

NHDAMF has reviewed all salary accounts and this shortage caused by staff raises, step increases, etc.

The above noted transfer will be partially offset by \$62,288.71 in salary appropriations expected to lapse at the end of the fiscal year, as outlined below:

<u>Account Description</u>	<u>Account Number</u>	<u>Amount</u>
Weights & Measures	010-018-2133-010	\$ 9,598.82
Regulatory Services	010-018-2600-010	321.71
Animal Industry	010-018-2700-010	22,190.74
Animal Industry	010-018-2700-011	20,267.78
Pesticide Control	010-018-2137-010	3,063.74
Agricultural Development	010-018-2810-010	5,992.60
Agricultural Development	010-018-2810-011	<u>853.32</u>
Salary Adjustment Account		\$62,288.71

Your approval of the transfer will insure that the Department meets its obligations to its employees. Thank you for your consideration.

Respectfully submitted,

Lorraine S. Merrill  
Commissioner

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**New Hampshire**  
Department of Agriculture,  
Markets & Food



Lorraine S. Merrill, Commissioner

June 23, 2017

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

Dear Governor Sununu and Honorable Council:

**REQUESTED ACTION**

The Department of Agriculture, Markets & Food (NHDAMF) respectfully requests authorization for the following transfer be authorized in the amount of \$7,97.81 from the Benefit Adjustment Fund, pursuant to NH RSA 9:17-c, to cover appropriation shortfalls for FY 2017, as follows:

<u>Account Description</u>	<u>Account Number</u>	<u>Amount</u>
Plant Industry	010-018-2135-060	\$7,097.81
Benefit Adjustment Account		\$7,097.81

**EXPLANATION**

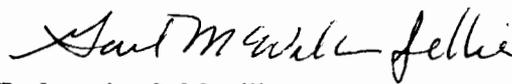
NHDAMF has reviewed all benefits accounts and found this shortage was caused by a medical& dental benefit plans change.

The above noted transfer will be partially offset by \$32,457.53 in benefit appropriations expected to lapse at the end of the fiscal year, as outlined below:

<u>Account Description</u>	<u>Account Number</u>	<u>Amount</u>
Office of Commissioner	010-018-2500-060	\$ 1,307.39
Weights & Measures	010-018-2133-060	7,816.61
Regulatory Services	010-018-2600-060	5,182.56
Animal Industry	010-018-2700-060	9,898.48
Board of Vet Medicine	010-018-2948-060	1,771.59
Pesticide Control	010-018-2137-060	4,777.27
Agricultural Development	010-018-2810-060	<u>1,703.63</u>
Benefit Adjustment Account		\$32,457.53

Your approval of the transfer will insure that the Department meets its obligations to its employees. Thank you for your consideration.

Respectfully submitted,

  
Lorraine S. Merrill  
Commissioner

bak

**ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397



GORDON J. MACDONALD  
ATTORNEY GENERAL



ANN M. RICE  
DEPUTY ATTORNEY GENERAL

June 14, 2017

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

Your Excellency and Members of the Council:

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Salary Adjustment Account, authorize the Commissioner, Department of Administrative Services to transfer \$8,250 in general funds to the Department of Justice, and further accept and expend the additional general funds in the following accounts:

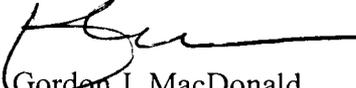
<u>Description</u>	<u>Accounting Unit</u>	<u>Amount</u>
Salary Unclassified	02-20-20-200010-2601-011-500126	\$2,000
Salary Other Unclassified	02-20-20-200010-2601-015-500137	\$ 500
Salary Other Unclassified	02-20-20-200510-2614-014-500134	\$ 500
Regular Officers and Employees	02-20-20-200510-2616-010-500100	\$5,150
Regular Officers and Employees	02-20-20-200510-2631-010-500100	\$ 100
		<u>\$8,250</u>

**EXPLANATION**

The above requested transfer is to cover the shortfall in salaries through the end of fiscal year 2017. The shortfall for accounting unit 2601 is due to payouts for the outgoing Attorney General in class 011 and actual pay being higher than what was budgeted in class 015. The shortfall for accounting unit 2614 is from a recent reclassification resulting in a pay increase. The shortfall for accounting unit 2616 and 2631 are due to actual pay being higher than what was budgeted. Funds are available in other payroll classes within the Department which will offset this request.

Please let me know if you have any questions regarding this request. Your consideration is greatly appreciated.

Respectfully requested,



Gordon J. MacDonald  
Attorney General

#1731027

**ATTORNEY GENERAL**  
**DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD  
ATTORNEY GENERAL



ANN M. RICE  
DEPUTY ATTORNEY GENERAL

June 28, 2017

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

Your Excellency and Members of the Council:

**REQUESTED ACTION**

Pursuant to RSA 9:17-c, the Benefit Adjustment Account, authorize the Commissioner, Department of Administrative Services to transfer \$35 in general funds to the Department of Justice, and further accept and expend the additional general funds in the following accounts:

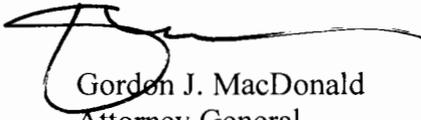
<u>Description</u>	<u>Accounting Unit</u>	<u>Amount</u>
Benefits	02-20-20-200510-2614-060-500601	\$35

**EXPLANATION**

The above-requested transfer is to cover the shortfall in benefits through the end of fiscal year 2017. The shortfall in benefits is attributed to actual benefit costs being higher than what was budgeted. Funds are available in other benefit classes within the Department which will offset this request.

Please let me know if you have any questions regarding this request. Your consideration is greatly appreciated.

Respectfully requested,

  
Gordon J. MacDonald  
Attorney General

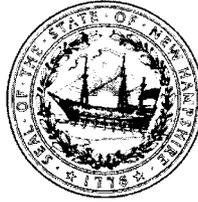
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**ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD  
ATTORNEY GENERAL

ANN M. RICE  
DEPUTY ATTORNEY GENERAL



June 14, 2017

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

Your Excellency and Members of the Council:

**REQUESTED ACTION**

Pursuant to RSA 9:17-c, the Benefit Adjustment Account, authorize the Commissioner, Department of Administrative Services to transfer \$6,500 in general funds to the Department of Justice, and further accept and expend the additional general funds in the following accounts:

<u>Description</u>	<u>Accounting Unit</u>	<u>Amount</u>
Benefits	02-20-20-200510-2614-060-500601	\$6,500

**EXPLANATION**

The above requested transfer is to cover the shortfall in benefits through the end of fiscal year 2017. The shortfall in benefits is attributed to actual benefit costs being higher than what was budgeted. Funds are available in other benefit classes within the Department which will offset this request.

Please let me know if you have any questions regarding this request. Your consideration is greatly appreciated.

Respectfully requested,

Gordon J. MacDonald  
Attorney General

#1731065



*Handwritten initials*



# State of New Hampshire

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

JOHN J. BARTHELMES  
COMMISSIONER

May 24, 2017

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 \$19,459.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2017 ending June 30, 2017.

02-023-023-234015-29270000	Dept. of Safety – Division of State Police – State Police Communications	
010-500100		
Personal Services – Perm		\$19,459.00

### Explanation

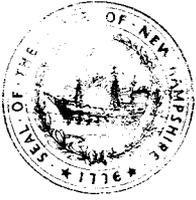
This request is to cover a shortfall in salary costs through the end of SFY 2017 attributed to reclassification of positions in this area.

Respectfully submitted,

*Handwritten signature of John J. Barthelmes*  
John J. Barthelmes  
Commissioner of Safety



*Handwritten initials/signature in the top right corner.*



# State of New Hampshire

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

JOHN J. BARTHELMES  
COMMISSIONER

June 15, 2017

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 General Funds in the amount of \$3,056.00 to cover a projected shortage in the Division of Administration. Effective upon Governor and Council approval for State Fiscal Year 2017 ending June 30, 2017.

02-023-023-232015-23100000 Dept. of Safety – Division of Administration – Business Office  
010-500100  
Personal Services – Perm \$3,056.00

### Explanation0

This request is to cover a shortfall in salary costs through the end of SFY 2017 attributed to employee retirement payouts.

Respectfully submitted,

*Handwritten signature of John J. Barthelmes*  
John J. Barthelmes  
Commissioner of Safety

Handwritten initials: JMB, JGW, TMH



# State of New Hampshire

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

JOHN J. BARTHELMES  
COMMISSIONER

June 15, 2017

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 General Funds in the amount of \$14,062.00 to cover a projected shortage in the Office of the Commissioner. Effective upon Governor and Council approval for State Fiscal Year 2017 ending June 30, 2017.

02-023-023-231015-23000000 Dept. of Safety – Office of the Commissioner – Office of the Commissioner  
013-500131  
Salary Other Non & Unclassified \$14,062.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2017 attributed to a legislature approved change of the Chief of Policy and Planning to an Assistant Commissioner position.

Respectfully submitted,

  
John J. Barthelme  
Commissioner of Safety

*Handwritten initials and date: JMB, 8/1, TMIP*



# State of New Hampshire

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

JOHN J. BARTHELMES  
COMMISSIONER

June 15, 2017

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 General Funds in the amount of \$4,791.00 to cover a projected shortage in the Office of the Commissioner. Effective upon Governor and Council approval for State Fiscal Year 2017 ending June 30, 2017.

02-023-023-231015-23000000 Dept. of Safety – Office of the Commissioner – Office of the Commissioner  
010-500100  
Personal Services – Perm \$4,791.00

### Explanation0

This request is to cover a shortfall in salary costs through the end of SFY 2017 attributed to a reclassification of a position.

Respectfully submitted,

*Handwritten signature of John J. Barthelmes*  
John J. Barthelmes  
Commissioner of Safety

CPM  
TMW



# State of New Hampshire

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

JOHN J. BARTHELMES  
COMMISSIONER

June 15, 2017

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 \$5,104.00 to cover a projected shortage in the Office of the Commissioner. Effective upon Governor and Council approval for State Fiscal Year 2017 ending June 30, 2017.

02-023-023-231015-23000000 Dept. of Safety – Office of the Commissioner – Office of the Commissioner  
060-500602  
Health Ins Benefit (Perm) \$5,104.00

**Explanation**

This request is to cover a shortfall in benefit costs through the end of SFY 2017 attributed to a legislature approved change of the Chief of Policy and Planning to an Assistant Commissioner position and a reclassification of a position.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety

*Handwritten initials: JJB, SAU, JMA*



# State of New Hampshire

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

JOHN J. BARTHELMES  
COMMISSIONER

June 15, 2017

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 \$500.00 to cover a projected shortage in the Division of Homeland Security and Emergency Management. Effective upon Governor and Council approval for State Fiscal Year 2017 ending June 30, 2017.

02-023-023-236010-27300000 Dept. of Safety – Division of Homeland Security and Emergency Management – Div of Homeland Sec-Emer Mgm  
011-500126  
Salary Unclassified \$500.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2017 attributed to insufficient funds budgeted based on the salary and step of the incumbent.

Respectfully submitted,

*Handwritten signature of John J. Barthelmes*  
John J. Barthelmes  
Commissioner of Safety



STATE OF NEW HAMPSHIRE  
 DEPARTMENT of CULTURAL RESOURCES  
*Division of Historical Resources, State Council on the Arts,  
 State Library, Film & Television Office,  
 Commission on Native American Affairs (administratively attached)*



20 Park Street  
 Concord, New Hampshire 03301

MICHAEL YORK  
 Acting Commissioner  
 michael.york@dcr.nh.gov

TEL: 603-271-2397  
 FAX: 603-271-6826  
 www.nh.gov/nhculture

May 22, 2017

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

**REQUESTED ACTION**

The Department of Cultural Resources, respectfully requests in accordance with RSA 99:4 to transfer \$3,920.00 from the Salary Adjustment Fund to the following agency salary account:

<u>APPROPRIATION</u>		<u>AMOUNT</u>
01-34-12500000-10-500110	State Arts Development	\$3,920.00
	Salary Adjustment Fund	(\$3,920.00)

**EXPLANATION**

Throughout the fiscal year the Department of Cultural Resources has transferred over \$59,000 to the Salary Adjustment Fund. The transfer of employees from other agencies has resulted in a shortfall. Therefore the agency is requesting \$3,920.00 from the salary adjustment fund to ensure there are no negative balances at June 30, 2017.

Respectfully Submitted,

Kathleen M Stanick  
 Administrator



STATE OF NEW HAMPSHIRE  
DEPARTMENT of CULTURAL RESOURCES

*Division of Historical Resources, State Council on the Arts,  
State Library, Film & Television Office,  
Commission on Native American Affairs (administratively attached)*

20 Park Street  
Concord, New Hampshire 03301



MICHAEL YORK  
Acting Commissioner  
michael.york@dcr.nh.gov

TEL: 603-271-2397  
FAX: 603-271-6826  
www.nh.gov/nhculture

May 22, 2017

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

**REQUESTED ACTION**

The Department of Cultural Resources, respectfully requests in accordance with RSA 9:17-c to transfer \$10,100.00 from the Employee Benefits Adjustment Fund to the following agency benefit account:

<u>APPROPRIATION</u>		<u>AMOUNT</u>
01-34-12500000-60-500601	State Arts Development	\$10,100.00

Benefit Adjustment Fund (\$10,100.00)

**EXPLANATION**

This fiscal year the Department of Cultural Resources will transfer over \$45,000 to the Benefit Adjustment Fund from various accounts. The change in status of long time employee resulted in a projected shortfall in the associated benefit account. Therefore the agency is requesting \$10,100.00 from the Benefit Adjustment Fund to ensure there are no negative balances at June 30, 2017.

Respectfully Submitted,

*Kathleen M Stanick*  
Kathleen M Stanick  
Administrator

F417

JAR  
SQW  
MLP



STATE OF NEW HAMPSHIRE  
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT  
OFFICE OF THE COMMISSIONER

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

June 27, 2017

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 Resources and Economic Development respectfully requests a transfer from the Salary Adjustment Funds in the total amount of \$16,112 as follows:

**From: Salary Adjustment Fund**

**To:**

10-3505-36120000-010	Office of International Commerce	\$9,567
10-3510-35000000-010	Forest and Lands Administration	\$1,871
10-3510-35000000-011	Forest and Lands Administration	\$65
10-3520-36200000-010	Division of Travel and Tourism	<u>\$4,609</u>
	Total:	\$16,112

**EXPLANATION**

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

**Office of International Commerce** – Position reclassification for program manager to a higher labor grade to properly classify based on duties and responsibilities of personnel classification.

**Forest and Lands Administration** – Over budget due to small discrepancy between estimated budget and actual salary table per final CBA agreement for both classes 10 and 11.

**Division of Travel and Tourism** – Position reclassification for Deputy Director to properly classify based on duties and responsibilities of personnel classification

The above noted transfer will be partially offset by \$61,714 in salary appropriations expected to lapse at the end of the fiscal year as listed below

**Lapses**

<b>From:</b> 10-3500-34000000-010	Commissioner's Office	\$8,587
10-3505-36000000-010	Economic Development Administration	\$25,165
10-3505-36000000-011	Economic Development Administration	\$23,482
10-3510-21030000-010	Natural Heritage	\$334
10-3520-36200000-011	Division of Travel and Tourism	<u>\$4,146</u>
	Total	\$61,714



# Office of Veterans Services

JB  
SQU  
TWP

July 06, 2017

His Excellency, Christopher T. Sununu  
And the Honorable Council  
State House  
Concord, NH 03301

## REQUESTED ACTION

Pursuant to RSA 99:4, the Salary Adjustment Fund, authorize the comptroller to transfer funds as follows. Office of Veterans Services source of funds is 100% general funds.

From: Salary Adjustment Fund (\$3,771.36)

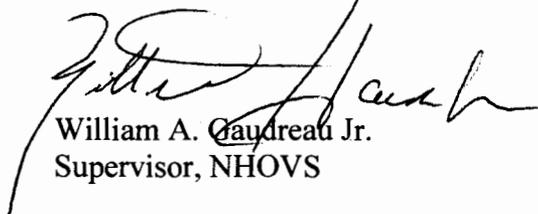
To:

<u>Description</u>	<u>Account</u>	<u>Title</u>	<u>Amount</u>
NHOVS	05-66-66-660010-8053-010-500100	Salary	\$3,771.36

## EXPLANATION

The transfer of \$3,771.36 into the salary class noted above will ensure that the class account line will not end the fiscal year in the negative. Monies are needed due to changes in staffing within the organization. This transfer will be fully covered by General Fund lapses in other appropriation classes within this account at year end.

Respectfully Submitted,



William A. Gaudreau Jr.  
Supervisor, NHOVS

**STATE OF NEW HAMPSHIRE**  
**PUBLIC EMPLOYEE LABOR RELATIONS BOARD**



*[Handwritten initials/signature]*

**Executive Director:**

Douglas L. Ingersoll, Esq.

**Board Members:**

Andrew Eills, Esq.  
James M. O'Mara, Jr.  
Carol M. Granfield  
Richard J. Laughton, Jr.  
Mark Hounsell  
Peter Callaghan, Esq. (Alt.)  
Glenn Brackett (Alt.)

June 22, 2017

His Excellency, Governor Chris Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Public Employee Labor Relations Board (PELRB) respectfully requests a transfer from the Salary Adjustment Account in the amount of \$104.06 effective upon Governor and Council approval. 100% General Funds.

From: Salary Adjustment Account	(\$104.06)
To: 02-73-73-730020-20660000 – Public Employee Labor Relations Board Class 010-500100	\$104.06

**EXPLANATION**

The PELRB Class 10 account is short by \$104.06 for FY2017. Unfortunately we do not have other eligible accounts from which to effect a transfer to cover the shortfall. We understand from an accounting perspective a transfer from the salary adjustment account is the appropriate mechanism to address this situation. Total FY2017 lapse amounts will exceed this transfer request.

Respectfully submitted,

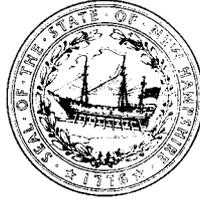
*[Handwritten signature of Douglas L. Ingersoll]*  
Douglas L. Ingersoll, Esq.  
Executive Director  
DLI/sk

# State of New Hampshire

*JAC*  
*IMP*  
*5/17*

## 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

February 24, 2017

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

### REQUESTED ACTION

In accordance with RSA 9:17-c, the Board of Tax and Land Appeals respectfully requests a transfer be authorized in the amount of \$10,250.00, from the Benefit Adjustment Fund to cover an appropriation shortfall for Fiscal Year 2017 as follows.

<u>Appropriation</u>	<u>Description</u>	<u>Amount</u>
010-089-1241-060	Benefits	\$10,250.00
	Benefit Adjustment Account	(\$10,250.00)

### EXPLANATION

As the agency is comprised of only one organizational code (1241), another class line 060 does not exist to facilitate a transfer to meet this benefit need. The transfer requested from the Benefit Adjustment Fund into the account listed above is required to cover benefit expenditures and the unanticipated increase associated with the retirement of the board's long term (37 years) tax review appraiser and the terminal payout of this classified employee.

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

# 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

*Handwritten initials and date:*  
SOW  
JAR  
TMT  
5/1/17

February 24, 2017

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 \$28,250.00 from the Salary Adjustment Fund to cover an appropriation shortfall for Fiscal Year 2017 as follows:

<u>Appropriation</u>	<u>Description</u>	<u>Amount</u>
010-089-1241-010	Salary of Permanent Classified Employees	\$28,250.00
	Salary Adjustment Fund	(\$28,250.00)

### EXPLANATION

This request seeks to provide adequate Class 010 funds for the balance of the fiscal year and is due to the retirement of the board's long term (37 years) tax review appraiser and the costs associated with the terminal payout of this classified employee. 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,

*Michele E. LeBrun*

Michele E. LeBrun, Chair



Saw  
mac  
TMR

**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**OFFICE OF BUSINESS OPERATIONS**  
**BUREAU OF FINANCE**

Jeffrey A. Meyers  
Commissioner

Sheri L. Rockburn  
Chief Financial Officer

129 PLEASANT STREET, CONCORD, NH 03301-3587  
603-271-9334 1-800-852-3345 Ext. 9334  
Fax: 603-271-2896 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

July 3, 2017

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

**REQUESTED ACTION**

Pursuant to RSA 99:4, Salary Adjustment Fund, the Department of Health and Human Services, respectfully requests transfers be authorized from the Salary Adjustment Fund to cover appropriations shortfalls, as follows, effective upon Governor and Council approval through June 30, 2017.

Salary Adjustments Requested:

NHH-Facility/Patient Support	010-094-8410-010-500100	(63,034.00)
NHH-Acute Psychiatric Services	010-094-8750-010-500100	(47,444.00)
	TOTAL	<u>(110,478.00)</u>

**Explanation**

The requested transfer from the Salary Adjustment Fund is made to cover shortfalls in salary costs through the end of fiscal year 2017. While the Department submitted and received approval for a department wide salary and benefit transfer at the June Fiscal Committee and Governor and Council meetings, the need in the above accounts was inadvertently omitted. As such DHHS offered excess savings from vacancies to the Department of Administrative to be deposited into the Salary Adjustment Fund in the same amount as the requested need.

During the FY17 adjustments to salaries through appropriation transfer reduced the funding in these account by more than what was necessary. In the future, the Department will follow and track salaries and benefits monthly to minimize these shortfalls.

Respectfully submitted,

Sheri L. Rockburn  
Chief Financial Officer

mac  
7/14



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
*OFFICE OF BUSINESS OPERATIONS*  
*BUREAU OF FINANCE*

Jeffrey A. Meyers  
Commissioner

Sheri L. Rockburn  
Chief Financial Officer

129 PLEASANT STREET, CONCORD, NH 03301-3587  
603-271-9334 1-800-852-3345 Ext. 9334  
Fax: 603-271-2896 TDD Access: 1-800-735-2964  
www.dhhs.nh.gov

July 10, 2017

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

**REQUESTED ACTION**

Pursuant to RSA 9:17-c, Benefit Adjustment Fund, the Department of Health and Human Services, respectfully requests transfers be authorized from the Benefit Adjustment Fund to cover appropriations shortfalls, as follows, effective upon Governor and Council approval through June 30, 2017.

Benefit Adjustments Requested:

NHH - Admin	010-094-8400-060-500602	\$ (2,780)
NHH-Facilities	010-094-8410-060-500602	\$ (35,867)
NHH-APS	010-094-8750-060-500602	\$ (137,082)
		<u>\$ (175,729)</u>

**Explanation**

The requested transfer from the Benefit Adjustment Fund is made to cover shortfalls in benefit costs through the end of fiscal year 2017. While the Department submitted and received approval for a department wide salary and benefit transfer at the June Fiscal Committee and Governor and Council meetings, the need in the above accounts was inadvertently omitted. As such DHHS offered excess savings from vacancies to the Department of Administrative to be deposited into the Benefit Adjustment Fund in the same amount as the requested need.

During the FY17 adjustments to benefits through appropriation transfer reduced the funding in these account by more than what was necessary. In the future, the Department will follow and track salaries and benefits monthly to minimize these shortfalls.

Respectfully submitted,

Sheri L. Rockburn  
Chief Financial Officer



**Victoria F. Sheehan**  
Commissioner

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



**William Cass, P.E.**  
Assistant Commissioner

*Blow*  
*TMH*

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

Bureau of Finance and Contracts  
June 12, 2017

**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 \$155,000 to the following accounts as listed below to cover shortages effective upon Governor and Council Approval. 100% Turnpike Funds.

From: Benefit Adjustment Fund:		FY2017
04-096-096-961017-70860000-220-502688		\$155,000
To:	04-096-096-961017-70220000-060-500601	\$15,000
	04-096-096-961017-70370000-060-500601	\$140,000

**EXPLANATION**

The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2017. The shortfalls are due to benefit allocation at higher than budget.

We respectfully request your approval.

Sincerely,

Victoria F. Sheehan  
Commissioner



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



*Handwritten initials/signature*

**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 12, 2017

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Department of Transportation (DOT) requests a transfer from the Salary Adjustment Fund in the amount of \$360,000 to the following account as listed below to cover shortages effective upon Governor and Council Approval. 100% Turnpike Funds.

From: Salary Adjustment Fund:		FY2017
04-096-096-961017-70850000-219-502687		\$360,000
To:	04-096-096-961017-70220000-010-500100	\$120,000
	04-096-096-961017-70370000-010-500100	\$240,000

**EXPLANATION**

The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2017. The shortfalls are due to filled positions at higher than budget and retirements.

We respectfully request your approval.

Sincerely,

Victoria F. Sheehan  
Commissioner

FY17



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



*David  
SFW  
TAK*

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 28, 2017

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Department of Transportation (DOT) requests a transfer from the Salary Adjustment Fund in the amount of \$3,498 to the following account as listed below to cover shortages effective upon Governor and Council Approval. 100% Highway Funds.

From: Salary Adjustment Fund:	FY2017
04-096-096-960015-30510000-219-502687	\$3,498
To: 04-096-096-962015-30210000-010-500100	\$3,498

**EXPLANATION**

The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2017. The shortfalls are due to filled positions at higher than budget and retirements.

We respectfully request your approval.

Sincerely,

Victoria F. Sheehan  
Commissioner



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



*Handwritten initials/signature*

**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 12, 2017

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Department of Transportation (DOT) requests a transfer from the Salary Adjustment Fund in the amount of \$46,351 to the following accounts as listed below to cover shortages effective upon Governor and Council Approval. 100% Highway Funds.

From: Salary Adjustment Fund:		FY2017
04-096-096-960015-30510000-219-502687		\$46,351
To:	04-096-096-964015-30300000-010-500100	\$500
	04-096-096-960015-30380000-010-500100	\$30,175
	04-096-096-960015-30380000-011-500126	\$3,018
	04-096-096-960015-30380000-014-500134	\$302
	04-096-096-960515-30520000-010-500100	\$12,356

**EXPLANATION**

The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2017. The shortfalls are due to filled positions at higher than budget and retirements.

We respectfully request your approval.

Sincerely,

*Victoria F. Sheehan*

Victoria F. Sheehan  
Commissioner



Victoria F. Sheehan  
Commissioner

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



William Cass, P.E.  
Assistant Commissioner

*Beard*  
*TMH*

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

Bureau of Finance and Contracts  
June 12, 2017

**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 \$1,622,500 to the following accounts as listed below to cover shortages effective upon Governor and Council Approval. 100% Highway Funds.

From: Benefit Adjustment Fund:		FY2017
04-096-096-960015-30530000-220-502688		\$1,622,500
To:	04-096-096-960515-29280000-060-500601	\$1,620,000
	04-096-096-964015-30300000-060-500601	\$2,500

**EXPLANATION**

The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2017. 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

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

*dm*  
*SPW*  
*TMH*

JOHN J. BARTHELMES  
COMMISSIONER

July 7, 2017

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 \$13.00 to cover a projected shortage in Division of Administration. Effective upon Governor and Council approval for State Fiscal Year 2017 ending June 30, 2017.

02-023-023-232015-23100000 Dept. of Safety – Division of Administration – Business Office  
010-500100  
Personal Services – Perm \$13.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2017 attributed to employee retirement payouts.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety

**ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD  
ATTORNEY GENERAL



ANN M. RICE  
DEPUTY ATTORNEY GENERAL

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*SM*  
*TM#*

June 14, 2017

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

Your Excellency and Members of the Council:

**REQUESTED ACTION**

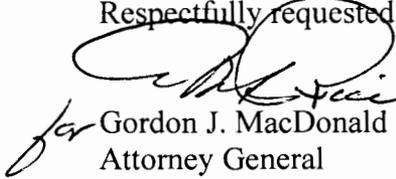
Pursuant to RSA 99:4, the Salary Adjustment Account, authorize the Commissioner, Department of Administrative Services to transfer \$25 of 100% Highway Funds, and further accept and expend the additional Highway Funds in the following account:

<u>Description</u>	<u>Accounting Unit</u>	<u>Amount</u>
Salary	02-20-20-201015-9087-010-500100	\$25

**EXPLANATION**

The above requested transfer is to cover the shortfall in salaries for the Witness Fees Highway Fund Unit through the end of fiscal year 2017. The shortfall is a result of salary costs being higher than what was originally budgeted.

Please let me know if you have any questions regarding this request. Your consideration is greatly appreciated.

Respectfully requested,  
  
for Gordon J. MacDonald  
Attorney General

#1731072

**ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

*Beach  
TRH*

GORDON J. MACDONALD  
ATTORNEY GENERAL



ANN M. RICE  
DEPUTY ATTORNEY GENERAL

June 14, 2017

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

Your Excellency and Members of the Council:

**REQUESTED ACTION**

Pursuant to RSA 9:17-c, the Benefit Adjustment Account, authorize the Commissioner, Department of Administrative Services to transfer \$585 of 100% Highway Funds, and further accept and expend the additional Highway Funds in the following account:

<u>Description</u>	<u>Accounting Unit</u>	<u>Amount</u>
Benefits	02-20-20-201015-9087-060-500601	\$585

**EXPLANATION**

The above requested transfer is to cover the shortfall in benefits for the Witness Fees Highway Fund Unit through the end of fiscal year 2017. The shortfall is a result of benefit costs being higher than what was originally budgeted.

Please let me know if you have any questions regarding this request. Your consideration is greatly appreciated.

Respectfully requested,

A handwritten signature in black ink, appearing to be "Gordon J. MacDonald".

Gordon J. MacDonald  
Attorney General

#1731068

dm



# State of New Hampshire

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

JOHN J. BARTHELMES  
COMMISSIONER

May 31, 2017

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 \$139.00 to cover a projected shortage in the Office of the Commissioner. Effective upon Governor and Council approval for State Fiscal Year 2107 ending June 30, 2017.

02-023-023-231015-75460000 Dept. of Safety – Office of the Commissioner – Highway Safety Administration

~~010-500100~~ ~~060-50002~~  
~~Personal Services~~ Perm Health Ins Benefit \$139.00

**Explanation**

This request is to cover a shortfall in benefit costs through the end of SFY 2017 attributed to insufficient funds budgeted based on the benefits of an incumbent.

Respectfully submitted,

John J. Barthelmes  
Commissioner of Safety

John J. Barthelmes



# State of New Hampshire

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

JOHN J. BARTHELMES  
COMMISSIONER

May 24, 2017

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 Highway Funds in the amount of \$9,541.00 to cover a projected shortage in the Division of State Police. Effective upon Governor and Council approval for State Fiscal Year 2107 ending June 30, 2017.

02-023-023-234015-29270000	Dept. of Safety – Division of State Police – State Police Communications	
010-500100		
Personal Services – Perm		\$9,541.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2017 attributed to reclassification of positions in this area.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety

OPM  
SJM



# State of New Hampshire

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

JOHN J. BARTHELMES  
COMMISSIONER

May 24, 2017

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 \$300.00 to cover a projected shortage in Division of Administration. Effective upon Governor and Council approval for State Fiscal Year 2017 ending June 30, 2017.

02-023-023-232015-23160000 Dept. of Safety – Division of Administration – Central Maintenance  
010-500100  
Personal Services – Perm \$300.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2017 attributed to insufficient funds budgeted based on the salary and step of an incumbent.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety

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# State of New Hampshire

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

JOHN J. BARTHELMES  
COMMISSIONER

May 24, 2017

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 Highway Funds in the amount of \$346.00 to cover a projected shortage in the Office of the Commissioner. Effective upon Governor and Council approval for State Fiscal Year 2107 ending June 30, 2017.

02-023-023-231015-75460000 Dept. of Safety – Office of the Commissioner – Highway Safety Administration  
010-500100  
Personal Services – Perm \$346.00

## Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2017 attributed to insufficient funds budgeted based on the salary and step of an incumbent.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety



# State of New Hampshire

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

*Handwritten initials: DM, SDW, JMK*

JOHN J. BARTHELMES  
COMMISSIONER

May 31, 2017

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 \$718.00 to cover a projected shortage in Division of Administration. Effective upon Governor and Council approval for State Fiscal Year 2017 ending June 30, 2017.

02-023-023-232015-23100000 Dept. of Safety – Division of Administration – Business Office  
010-500100  
Personal Services – Perm \$718.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2017 attributed to employee retirement payouts.

Respectfully submitted,

*Handwritten signature of John J. Barthelmes*  
John J. Barthelmes  
Commissioner of Safety

*Handwritten initials: JMB, SJW, TMH*



State of New Hampshire  
DEPARTMENT OF SAFETY  
OFFICE OF THE COMMISSIONER  
33 HAZEN DR. CONCORD, NH 03305  
603/271-2791

JOHN J. BARTHELMES  
COMMISSIONER

May 24, 2017

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 \$132.00 to cover a projected shortage in the Office of the Commissioner. Effective upon Governor and Council approval for State Fiscal Year 2017 ending June 30, 2017.

02-023-023-231015-23000000 Dept. of Safety – Office of the Commissioner – Office of the Commissioner  
010-500100  
Personal Services – Perm \$132.00

**Explanation**

This request is to cover a shortfall in salary costs through the end of SFY 2017 attributed to a reclassification of a position.

Respectfully submitted,

*Handwritten signature of John J. Barthelmes*  
John J. Barthelmes  
Commissioner of Safety

Handwritten initials: Jm, JW, TMT



# State of New Hampshire

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

JOHN J. BARTHELMES  
COMMISSIONER

May 24, 2017

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 \$386.00 to cover a projected shortage in the Office of the Commissioner. Effective upon Governor and Council approval for State Fiscal Year 2017 ending June 30, 2017.

02-023-023-231015-23000000 Dept. of Safety – Office of the Commissioner – Office of the Commissioner  
013-500131  
Salary Other Non & Unclassified \$386.00

### Explanation

This request is to cover a shortfall in salary costs through the end of SFY 2017 attributed to a legislature approved change of the Chief of Policy and Planning to an Assistant Commissioner position.

Respectfully submitted,

John J. Barthelmes  
Commissioner of Safety

cbm  
TMM



# State of New Hampshire

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

JOHN J. BARTHELMES  
COMMISSIONER

May 24, 2017

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 \$140.00 to cover a projected shortage in the Office of the Commissioner. Effective upon Governor and Council approval for State Fiscal Year 2017 ending June 30, 2017.

02-023-023-231015-23000000 Dept. of Safety – Office of the Commissioner – Office of the Commissioner  
060-500602  
Health Ins Benefit (Perm) \$140.00

### Explanation

This request is to cover a shortfall in benefit costs through the end of SFY 2017 attributed to a legislature approved change of the Chief of Policy and Planning to an Assistant Commissioner position and a reclassification of a position.

Respectfully submitted,

  
John J. Barthelmes  
Commissioner of Safety



# 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  
AMP  
5/21/17

May 22, 2017

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      -\$34,000.00

**TO:**

20-07500-11710000-060-500602	Office of the Director	+\$ 4,500.00
20-07500-11830000-060-500602	OHRV Edu & Training	+\$16,000.00
20-07500-21180000-060-500602	Licensing	+\$ 500.00
20-07500-21190000-060-500602	Fleet Management	+\$ 500.00
20-07500-21600000-060-500602	Facility Maintenance	+\$ 9,000.00
20-07500-22880000-060-500602	Marine Fisheries	+\$ 3,500.00

### 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 2017. 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



# New Hampshire Fish and Game Department

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

*YAR*  
*BT*  
*TRMP*  
6/1/17

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

May 25, 2017

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

-\$-89,750.00

### TO:

20-07500-11710000-010-500100

Office of the Director

+\$ 3,200.00

20-07500-11710000-011-500126

Office of the Director

+\$ 50.00

20-07500-21100000-010-500100

Business Management

+\$ 2,000.00

20-07500-21180000-010-500100

Licensing

+\$ 4,300.00

20-07500-21190000-010-500100

Fleet Management

+\$ 7,600.00

20-07500-21200000-010-500100

Public Affairs

+\$24,000.00

20-07500-21210000-010-500100

Hunter Education

+\$ 3,500.00

20-07500-21220000-010-500100

Aquatic Education

+\$10,200.00

20-07500-21500000-010-500100

Wildlife Program Mngmnt.

+\$ 5,800.00

20-07500-21600000-010-500100

Facility Maintenance

+\$15,500.00

20-07500-22880000-010-500100

Marine Fisheries

+\$ 4,500.00

20-07500-22890000-010-500100

Estuarine Reserve

+\$ 9,100.00

## 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 2017. 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  
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REGION 2  
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New Hampton, NH 03256  
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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  
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FAX (603) 352-8798  
email: reg4@wildlife.nh.gov