



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
25 Capitol Street - Room 100  
Concord, New Hampshire 03301  
[Office@das.nh.gov](mailto:Office@das.nh.gov)

90

Charles M. Arlinghaus  
Commissioner  
(603) 271-3201

Catherine A. Keane  
Deputy Commissioner  
(603) 271-2059

Sheri L. Rockburn  
Assistant Commissioner  
(603) 271-3204

August 17, 2022

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 salary accounts after approval by the Director of the Division of Personnel, as authorized under RSA 99:4 during the period of August 18, 2022 to July 21, 2023 for transfers related to fiscal year 2023 and to report transfers made as soon as practical after each quarter of 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 9:17-c during the period of August 18, 2022 to July 21, 2023 for transfers related to fiscal year 2023 and to report transfers made 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 salary 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 previously authorized period August 19, 2021 to July 22, 2022.

Respectfully Submitted,

Charles M. Arlinghaus  
Commissioner

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

Shawn N. Jasper, Commissioner

May 23, 2022

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

MJ  
 6/7/22

**REQUESTED ACTION**

Pursuant to RSA 9:17-c, Employee Benefit Adjustment Account, the Department of Administrative Services requests to transfer General Funds in the amount of \$21,512 from the Benefit Adjustment Account to cover a projected shortfall in benefits for the accounts listed below, effective upon Governor and Council approval for State Fiscal Year 2022, ending June 30, 2022. **100% General Fund**

	<u>Amount</u>
02-18-18-180010-25000000 060-500601 Benefits	\$21,312
02-18-18-182010-27000000 060-500601 Benefits	\$ 200

**EXPLANATION**

This request is to cover a shortfall in benefits of State Fiscal Year 2022 attributed to insufficient funds budgeted based on the expenditures year to date and the calculations of the remaining payroll schedule for State Fiscal Year 2022 with last check to be issued June 17, 2022.

Respectfully Submitted



Shawn N. Jasper  
 Commissioner

New Hampshire  
 Department of Agriculture,  
 Markets & Food

Shawn N. Jasper, Commissioner

May 31, 2022

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 Agriculture, Markets and Food requests to transfer General Funds in the amount of \$30,255 from the Salary Adjustment Fund to cover a projected salary shortfall in the accounts listed below, effective upon Governor and Council approval for State Fiscal Year 2022, ending June 30, 2022. **100% General Funds**

	<u>Amount</u>
02-18-18-180010-25000000 010-500100 Personnel Services – Perm Classified	\$10,714
02-18-18-182010-27000000 010-500100 Personnel Services – Perm Classified	\$19,541

**EXPLANATION**

This request is to cover a shortfall in salaries of State Fiscal Year 2022 attributed to insufficient funds budgeted based on the expenditures year to date and the calculations of the remaining payroll schedule for State Fiscal Year 2022 with last check to be issued June 17, 2022.

Respectfully Submitted



Shawn N. Jasper  
 Commissioner

ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE

JUL 11 '22 PM 3:51 RCVD

Lar

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

JOHN M. FORMELLA  
ATTORNEY GENERAL



JAMES T. BOFFETTI  
DEPUTY ATTORNEY GENERAL

July 9, 2022

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 of the Department of Administrative Services to transfer \$24,000 in general funds to the Department of Justice, and further accept and expend the additional general funds in the following account:

<u>Description</u>	<u>Accounting Unit</u>	<u>Amount</u>
014-Salary Other Unclassified	02-20-20-200510-2610-014-500134	\$24,000

**EXPLANATION**

Over \$700,000 in salary funds were swept from the Department of Justice budget in Fiscal Year 2022. In a previous letter, the Department requested \$109,500, from the sweep, to cover salary shortfalls. The Department is requesting an additional \$24,000, from this sweep, to cover any shortfalls in salaries through the end of fiscal year 2022. The shortfall in salary for accounting unit 2610, Criminal Justice Bureau, is due to actual pay being higher than what remained in the budget line for Fiscal Year 2022.

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

Respectfully submitted,

Handwritten signature of John M. Formella in black ink.

John M. Formella  
Attorney General

#3612629

ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE

JUL 11 '22 PM 3:51 RCVD

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

JOHN M. FORMELLA  
ATTORNEY GENERAL



JAMES T. BOFFETTI  
DEPUTY ATTORNEY GENERAL

July 9, 2022

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 of the Department of Administrative Services to transfer \$150 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>
060-Benefits	02-20-20-200510-2610-060-500601	\$150

**EXPLANATION**

Over \$500,000 in benefit funds were swept from the Department of Justice budget in Fiscal Year 2022. In a previous letter, the Department requested \$1,000 to cover benefit shortfalls. The Department is requesting an additional \$150, from this sweep, to cover any shortfalls through the end of Fiscal Year 2022. The shortfall in accounting unit 2610, Criminal Justice, is attributed to benefit changes, for a generally funded position in the unit, to a higher-rated benefit plan than what was originally budgeted.

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

Respectfully submitted,

Handwritten signature of John M. Formella in black ink.

John M. Formella  
Attorney General

#3612591

*Sam*

JUN 15 '22 AM 9:56 RCVD

**ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

JOHN M. FORMELLA  
ATTORNEY GENERAL



JAMES T. BOFFETTI  
DEPUTY ATTORNEY GENERAL



June 13, 2022

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

Your Excellency and Members of the Council:

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**REQUESTED ACTION**

Pursuant to RSA 99:4, the Salary Adjustment Account, authorize the Commissioner of the Department of Administrative Services to transfer \$109,500 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>
015-Salary Other Unclassified	02-20-20-202010-1033-015-500137	\$2,500
013-Salary Council and Attys General	02-20-20-200010-2601-013-500132	\$17,000
014-Salary Other Unclassified	02-20-20-200010-2601-014-500134	\$19,000
014-Salary Other Unclassified	02-20-20-200510-2616-014-500134	\$71,000
		<u>\$109,500</u>

**EXPLANATION**

Over \$700,000 in salary funds were swept from the Department of Justice budget in Fiscal Year 2022. The Department is requesting \$109,500, from this sweep, to cover any shortfalls in salaries through the end of fiscal year 2022. The shortfall in salary for accounting unit 1033, Office of Chief Medical Examiner, is due to actual pay being higher than what remained in the budget line for Fiscal Year 2022. The shortfall in salary for accounting unit 2601, Attorney General-class 013, is due to actual pay being higher than what remained in the budget line for Fiscal Year 2022.

The shortfall in salary for accounting unit 2601, Attorney General-class 014, is due to a salary class conversion, from classified to unclassified, approved by the Governor and Executive Council on July 14, 2021, item #50. The shortfall in salary for accounting unit 2616, Victim Witness Advocate, is due to salary class conversions, from classified to unclassified, approved by the

His Excellency, Governor Christopher T. Sununu  
And the Honorable Council

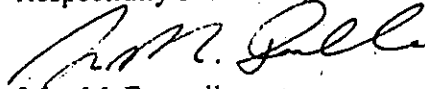
June 13, 2022

Page 2 of 2

Governor and Executive Council on September 29, 2021, item #92 and January 12, 2022, item #73.  
Funds in class 010 for these conversions will lapse to cover this shortfall.

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

Respectfully submitted,



John M. Formella  
Attorney General

#3581673

Jam

JUN15'22 AM 9:56 RCVD

**ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

JOHN M. FORMELLA  
ATTORNEY GENERAL



JAMES T. BOFFETTI  
DEPUTY ATTORNEY GENERAL

June 13, 2022

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 of the Department of Administrative Services to transfer \$1,000 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>
* 060-Benefits	02-20-20-200510-2610-060-500601	\$1,000

**EXPLANATION**

Over \$500,000 in benefit funds were swept from the Department of Justice budget in Fiscal Year 2022. The Department is requesting \$1,000, out of this sweep, to cover any shortfalls through the end of Fiscal Year 2022. The shortfall in accounting unit 2610, Criminal Justice, is attributed to benefit changes, for a generally funded position in the unit, to a higher-rated benefit plan than what was originally budgeted.

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

Respectfully submitted,

John M. Formella  
Attorney General

#3581912





New Hampshire Department of  
BUSINESS AND  
ECONOMIC AFFAIRS

JUL18'22 AM 9:56 RCVD



July 7, 2022

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

**REQUESTED ACTION**

Pursuant to RSA 99:4, Salary Adjustment Fund, the Department of Administrative Services requests to transfer General funds in the amount of \$15,447.57 from the Salary Adjustment Account to cover a projected salary shortfall in the accounts listed below, effective upon Governor and Council approval for State Fiscal Year 2022, ending June 30, 2022. **100% General Funds**

03-22-22-221010-20130000	<b>Amount</b>
010-500100 Personnel Services – Perm Classified	<b>\$15,447.57</b>

**EXPLANATION**

This request is to cover a shortfall in salaries of SFY 2022 attributed to insufficient funds budgeted based on the timing of the sweep and vacant positions being filled.

Respectfully Submitted,

Taylor Caswell  
Commissioner

100 North Main Street  
Suite 100  
Concord, New Hampshire 03301

603.271.2341

visitnh.gov nheconomy.com choosenh.com



New Hampshire Department of  
**BUSINESS AND  
ECONOMIC AFFAIRS**



JUL13'22 AM 8:26 RCVD

July 7, 2022

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

**REQUESTED ACTION**

Pursuant to RSA 9:17-c, Employee Benefit Adjustment Account, the Department of Administrative Services requests to transfer General Funds in the amount of \$7.58 from the Benefit Adjustment Account to cover a projected shortfall in benefits for the account listed below, effective upon Governor and Council approval for State Fiscal Year 2022, ending June 30, 2022. **100% General Funds**

03-22-22-220510-14490000	<b><u>Amount</u></b>
060-500601 Benefits	<b>\$7.58</b>

**EXPLANATION**

This request is to cover a shortfall in benefits of SFY 2022 attributed to insufficient funds budgeted based on the amount of the sweep being overcalculated.

Respectfully Submitted,

Taylor Caswell  
Commissioner



ROBERT L. QUINN  
COMMISSIONER

## State of New Hampshire

DEPARTMENT OF SAFETY  
JAMES H. HAYES BLDG. 33 HAZEN DR.  
CONCORD, N.H. 03305  
(603) 271-2791

RICHARD C. BAILEY, JR.  
ASSISTANT COMMISSIONER

EDDIE EDWARDS  
ASSISTANT COMMISSIONER

July 14, 2022

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 \$7,789.00 to cover a projected shortage in the Division of Administration. Effective upon Governor and Council approval for State Fiscal Year 2022 ending June 30, 2022.

02-023-023-232015-21930000 Dept. of Safety – Div. of Admin. – Grants Management  
060-500602 - Health Ins Benefit (Perm)

SFY 2022  
\$7,789.00

### EXPLANATION

This request is to cover a shortfall in benefit costs of SFY 2022 attributed to insufficient funds budgeted based on the benefits of the incumbents.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert L. Quinn".

Robert L. Quinn  
Commissioner of Safety



ROBERT L. QUINN  
COMMISSIONER

## State of New Hampshire

DEPARTMENT OF SAFETY  
JAMES H. HAYES BLDG. 33 HAZEN DR.  
CONCORD, N.H. 03305  
(603) 271-2791

RICHARD C. BAILEY, JR.  
ASSISTANT COMMISSIONER

EDDIE EDWARDS  
ASSISTANT COMMISSIONER

July 14, 2022

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

### REQUESTED ACTION.

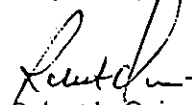
Pursuant to RSA 99:4, Employee Salary Adjustment Fund, the Department of Safety requests to transfer Highway Funds in the amount of \$10,295.00 to cover a projected shortage in Division of Administration. Effective upon Governor and Council approval for State Fiscal Year 2022 ending June 30, 2022.

02-023-023-232015-21930000 - Dept. of Safety – Div. of Admin. – Grants Management	<u>SFY 2022</u>
010-500100 - Personal Services – Perm	\$10,295.00

### EXPLANATION.

This request is to cover a shortfall in salary costs of SFY 2022 attributed to insufficient funds budgeted based on the salary and steps of the incumbents.

Respectfully submitted,

  
 Robert L. Quinn  
 Commissioner of Safety

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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
OFFICE OF THE COMMISSIONER

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

June 20, 2022

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

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Salary Adjustment Account, authorize the Commissioner of the Department of Administrative Services to transfer \$38,929 in general funds from the Salary Adjustment Account to the Department of Natural and Cultural Resources divisions listed below effective the date of Governor and Council for the State Fiscal Year ending June 30, 2022. 100% General Funds.


Account	Account Number	Amount
EMERALD ASH BORER MGT FND	03-35-35-351010-12360000-500100	\$505
FOREST & LANDS ADMINISTRATION	03-35-35-351010-35000000-500126	\$18,149
FOREST MANAGEMENT	03-35-35-351010-35100000-500100	\$11,931
FOREST HEALTH - STATE	03-35-35-351010-35120000-500100	\$1,010
NH AUTOMATED INFORMATION SYS	03-35-35-353010-25520000-500100	\$757
SVC TO PERSONS W/ DISABILITIE	03-35-35-353010-25530000-500100	\$550
STATE ARTS DEVELOPMENT	03-35-35-353510-41040000-500100	\$6,027
<b>Total:</b>		<b>\$38,929</b>

**EXPLANATION**

The above requested transfers are to cover shortfalls in salary classes through the end of Fiscal Year 2022. 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 2022, as well as balances available at year-end represent sufficient amounts to support this request.

Respectfully submitted,

  
Sarah L. Stewart  
Commissioner



STATE OF NEW HAMPSHIRE  
 DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
 OFFICE OF THE COMMISSIONER

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

June 20, 2022

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

**REQUESTED ACTION**

Pursuant to RSA 9:17 c. Employee Benefit Adjustment Account, authorize, the Commissioner of the Department of Administrative Services to transfer \$39,200 in general funds from the Benefit Adjustment Account to the Department of Natural and Cultural Resources divisions listed below effective the date of Governor, and Council for the State Fiscal Year ending June 30, 2022.  
 100% General Funds.

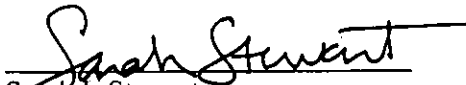
Account	Account Number	Amount
FOREST & LANDS ADMINISTRATION	03-35-35-351010-35000000-500602	\$5,117
FOREST MANAGEMENT	03-35-35-351010-35100000-500602	\$1,892
OFFICE OF PRESERVATION	03-35-35-354010-14440000-500602	\$32,191
<b>Total:</b>		<b>\$39,200</b>

**EXPLANATION**

The above requested transfers are to cover shortfalls in the benefit classes through the end of Fiscal Year 2022. 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 2022, as well as balances available at year-end represent sufficient amounts to support this request.

Respectfully submitted,

  
 Sarah L. Stewart,  
 Commissioner



JUN24'22 PM 1:35 RCVD  
The State of New Hampshire  
**Department of Environmental Services**



ACM  
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**Robert R. Scott, Commissioner**

June 20, 2022

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

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Department of Environmental Services (DES) requests a transfer from the Salary Adjustment Fund in the amount of \$5,500 to the following Accounting Unit (AU) as listed below.

To: 03-44-44-442010-15180000-010 \$ 5,500

Source of Funds: 100% General Funds

**EXPLANATION**

DES recently reviewed all salary accounts and found a shortage in the account noted above due to filling a vacant position. Your approval of this transfer will insure that DES meets its obligations to its employees.

We respectfully request your approval.

  
Susan A. Carlson, Chief Operations Officer  
Department of Environmental Services



The State of New Hampshire  
**Department of Environmental Services**



*Sam*

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**Robert R. Scott, Commissioner**

June 30, 2022

JUN30'22 PM 2:21 RCUD

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

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Department of Environmental Services (DES) requests a transfer from the Salary Adjustment Fund in the amount of \$3,700 to the following Accounting Unit (AU) as listed below.


To:           03-44-44-442010-10000000-010                                 \$     3,700

Source of Funds: 100% General Funds

**EXPLANATION**

DES recently reviewed all salary accounts and found a shortage in the account noted above due to filling a vacant position. Your approval of this transfer will insure that DES meets its obligations to its employees.

We respectfully request your approval.

  
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Susan A. Carlson, Chief Operations Officer  
Department of Environmental Services





The State of New Hampshire  
**Department of Environmental Services**



**Robert R. Scott, Commissioner**

**JUN30'22 PM 1:59 RCVD**

June 30, 2022

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

**REQUESTED ACTION**

Pursuant to RSA 9:17-c, the Department of Environmental Services (DES) requests a transfer from the Benefit Adjustment Fund in the amount of \$200 to the following Accounting Unit (AU) as listed below.

To:           03-44-44-440010-10000000-060                   \$    4,000

Source of Funds: 100% General Funds

**EXPLANATION**

DES recently reviewed all benefit accounts and found a shortage in the account noted above as a result of benefits being paid at a higher than budgeted rate due to the filling of a vacant position. Your approval of this transfer will insure that DES meets its obligations to its employees.

We respectfully request your approval.

Susan A. Carlson, Chief Operations Officer  
Department of Environmental Services



The State of New Hampshire  
**Department of Environmental Services**

Robert R. Scott, Commissioner

JUN 24 '22 PM 1:35 RCVD



June 20, 2022

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

**REQUESTED ACTION**

Pursuant to RSA 9:17-c, the Department of Environmental Services (DES) requests a transfer from the Benefit Adjustment Fund in the amount of \$200 to the following Accounting Unit (AU) as listed below.

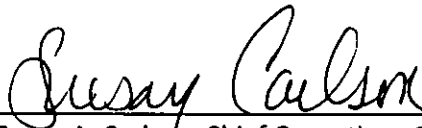
To: 03-44-44-440010-1013-0000-060 \$ 200

Source of Funds: 100% General Funds

**EXPLANATION**

DES recently reviewed all benefit accounts and found a shortage in the account noted above as a result of benefits being paid at a higher than budgeted rate due to the filling of a vacant position. Your approval of this transfer will insure that DES meets its obligations to its employees.

We respectfully request your approval.

  
Susan A. Carlson, Chief Operations Officer  
Department of Environmental Services



The State of New Hampshire  
**Department of Environmental Services**



**Robert R. Scott, Commissioner**

MT  
6/7/22

May 23, 2022

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

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Department of Environmental Services (DES) requests a transfer from the Salary Adjustment Fund in the amount of \$128,500 to the following Accounting Units (AU) as listed below.

To:	03-44-44-442010-10000000-010	\$ 15,000
	03-44-44-440010-10130000-010	1,200
	03-44-44-442010-38150000-010	15,000
	03-44-44-440010-38530000-010	1,000
	03-44-44-444010-54020000-010	70,000
	03-44-44-444010-54920000-010	25,000
	03-44-44-442010-90010000-010	1,200
	03-44-44-443010-91000000-011	100
	03-44-44-442010-29540000-010	500
	03-44-44-442010-38000000-010	500
	<b>Total</b>	<b>\$ 129,500</b>

Source of Funds: 100% General Funds,

**EXPLANATION**

DES recently reviewed all salary accounts and found a shortage in the accounts noted above due to retirement payouts, an adjustment for an increment, filling vacant positions as well as budget rounding estimates. Your approval of this transfer will insure that DES meets its obligations to its employees.

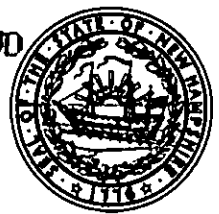
We respectfully request your approval.

  
\_\_\_\_\_  
Susan A. Carlson, Chief Operations Officer  
Department of Environmental Services



The State of New Hampshire  
**Department of Environmental Services**

MAY 25 '22 PM 12:43 RCVD



Robert R. Scott, Commissioner

May 23, 2022

*MT  
6/7/22*

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

**REQUESTED ACTION**

Pursuant to RSA 9:17-c, the Department of Environmental Services (DES) requests a transfer from the Benefit Adjustment Fund in the amount of \$86,800 to the following Accounting Units (AU) as listed below.

To:	03-44-44-442010-10000000-060	\$ 5,500
	03-44-44-442010-15180000-060	2,000
	03-44-44-442010-29540000-060	1,200
	03-44-44-442010-38150000-060	10,000
	03-44-44-440010-38530000-060	500
	03-44-44-444010-54020000-060	35,000
	03-44-44-444010-54920000-060	13,000
	03-44-44-442010-90010000-060	16,000
	<b>Total</b>	<b>\$ 83,200</b>

Source of Funds: 100% General Funds

**EXPLANATION**

DES recently reviewed all benefit accounts and found a shortage in the accounts noted above as a result of benefits being paid at a higher than budgeted rate due to filling vacant positions and retirement payouts. Your approval of this transfer will insure that DES meets its obligations to its employees.

We respectfully request your approval.

Susan A. Carlson, Chief Operations Officer  
Department of Environmental Services

834

MLC

*[Handwritten signature]*  
NJ 3-21-22



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION  
P.O. BOX 1808  
CONCORD, NH 08302-1808  
603-271-6607 FAX: 888-908-6609  
TDD ACCESS: 1-800-735-2964  
www.nh.gov/nhdoc

HELEN E. HANKS  
COMMISSIONER

JONATHAN K. HANSON  
DIRECTOR

February 15, 2022

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

**REQUESTED ACTION**

Pursuant to RSA 99:4, Salary Adjustment Fund, the Department of Corrections requests to transfer \$1,211,940 to cover projected shortfalls, as listed below, effective upon Governor and Executive Council approval State Fiscal Year 2022 ending June 30, 2022. 100% General Funds

From: Salary Adjustment Fund

To:

Appropriation	Account Description	Amount
02-46-46-463510-33720000-010-500100	NH State Prison For Men	292,768
02-46-46-463510-33730000-010-500100	Northern NH Correctional Fclty	149,904
02-46-46-463510-33740000-010-500100	NH Correctional Facility/Women	53,477
02-46-46-464510-41060000-010-500100	Concord Transltional Work Ctr	17,392
02-46-46-464510-51720000-010-500100	Shea Farm	13,479
02-46-46-465010-58330000-010-500100	Secure Psychiatric Unit	40,486
02-46-46-460010-59280000-010-500100	Business Information Unit	3,051
02-46-46-464510-60430000-010-500100	Community Corrections	47,895
02-46-46-465510-66320000-010-500100	Maintenance	1,077
02-46-46-465510-66330000-010-500100	Laundry	9,279
02-46-46-464510-71070000-010-500100	North End-Transltional Housing	11,711
02-46-46-464510-78740000-010-500100	Calumet House	28,850
02-46-46-465010-82310000-010-500100	Mental Health	71,802
02-46-46-469010-82320000-010-500100	Programs	42,410
02-46-46-465010-82340000-010-500100	Medical-Dental	293,652
02-46-46-465010-82350000-010-500100	Residential Treatment Program	88,317
02-46-46-460010-83010000-010-500100	Human Resources	1,007
02-46-46-464010-83020000-010-500100	District Offices	45,383
	<b>Total</b>	<b>1,211,940</b>

### EXPLANATION

This request is to cover shortfalls in salaries attributed to unanticipated retirements, terminations, and salary enhancements. The Department has had a total of 84 retirements and terminations from July 2021 through January 2022, an increase of 69% for uniform staff and an overall increase of 15% in uniform and civilian staff compared to July 2020 through January 2021. This has resulted in total Class 010 *Personal Services-Permanent* payout increase of 72%. The Department continues to be confronted with retention challenges which have been compounded by the COVID-19 pandemic. The increase in staff retirements have been partially driven by the operational challenges caused by infection control procedure adjustments for medical isolation and quarantine within prison facilities.

Respectfully Submitted,

  
Helen E. Hanks  
Commissioner

84

MLC  
MS  
5-21-22



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
DIVISION OF ADMINISTRATION  
P.O. BOX 1806  
CONCORD, NH 03302-1806  
603-271-5607 FAX: 888-908-6609  
TDD ACCESS: 1-800-735-2964  
www.nh.gov/nhdoc

HELEN E. HANKS  
COMMISSIONER

JONATHAN K. HANSON  
DIRECTOR

February 15, 2022

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

**REQUESTED ACTION**

Pursuant to RSA 9:17-C, Benefit Adjustment Fund, the Department of Corrections requests to transfer \$399,109 to cover projected shortfalls, as listed below, effective upon Governor and Executive Council approval for State Fiscal Year 2022 ending June 30, 2022. 100% General Funds

From: Benefit Adjustment Fund

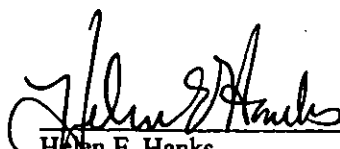
To:

Appropriation	Account Description	Amount
02-46-46-463510-33720000-060-500606	NH State Prison For Men	102,508
02-46-46-463510-33730000-060-500606	Northern NH Correctional Fclty	49,280
02-46-46-463510-33740000-060-500606	NH Correctional Facility/Women	18,041
02-46-46-464510-41060000-060-500606	Concord Transitional Work Ctr	6,145
02-46-46-464510-51720000-060-500606	Shea Farm	4,762
02-46-46-465010-58330000-060-500606	Secure Psychiatric Unit	14,304
02-46-46-464510-60430000-060-500606	Community Corrections	16,921
02-46-46-464510-71070000-060-500606	North End-Transitional Housing	4,138
02-46-46-464510-78740000-060-500606	Calumet House	10,193
02-46-46-465010-82310000-060-500606	Mental Health	24,117
02-46-46-469010-82320000-060-500606	Programs	6,540
02-46-46-465010-82340000-060-500606	Medical-Dental	99,051
02-46-46-465010-82350000-060-500606	Residential Treatment Program	27,075
02-46-46-464010-83020000-060-500606	District Offices	16,034
	<b>Total</b>	<b>399,109</b>

### EXPLANATION

This request is to cover shortfalls in benefits attributed to unanticipated retirements, terminations, and salary enhancements. The Department has had a total of 84 retirements and terminations from July 2021 through January 2022, an increase of 69% for uniform staff and an overall increase of 15% for uniform and civilian staff compared to July 2020 through January 2021. This has resulted in total Class 060 *Benefits* payout increase of 106%. The Department continues to be confronted with retention challenges which have been compounded by the COVID-19 pandemic. The increase in staff retirements have been partially driven by the operational challenges caused by infection control procedure adjustments for medical isolation and quarantine within prison facilities.

Respectfully Submitted,

  
\_\_\_\_\_  
Helen E. Hanks  
Commissioner



*Lar*



Frank Edelblut  
Commissioner

Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
TEL. (603) 271-3495  
FAX (603) 271-1953

June 29, 2022

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

**Requested Action**

Respectfully request that the following transfers be made pursuant to RSA 99:4 (Salary Adjustment Fund). 100% General Funds.

From: Salary Adjustment Fund	<u>(\$ 37,661.00)</u>
To: 06-56-56-560510-12070000-010-500100 HUMAN RESOURCES	\$1,207.00
06-56-56-562010-30140000-010-500100 SPECIAL EDUCATION-STATE	\$4,289.00
06-56-56-562010-40270000-010-500100 CTE VOC ED - STATE	\$2,438.00
06-56-56-562010-40390000-010-500100 ADULT EDUCATION-STATE	\$2,290.00
06-56-56-560510-60020000-010-500100 BUSINESS MANAGEMENT	\$12,815.00
06-56-56-560010-60010000-011-500126 COMMISSIONER	\$1,759.00
06-56-56-562010-64010000-011-500126 LEARNER SUPPORT	<u>\$12,863.00</u>
	<u>\$37,661.00</u>

**Explanation**

The request is to cover shortfalls in salaries through the end of Fiscal Year 2022. The shortfalls are primarily due to salary sweeps reducing appropriations below the amount needed to meet obligations; along with the salaries of incumbents being higher than the budgeted rate.

Respectfully submitted,

Tammy Vaillancourt  
Vaillancourt  
Digitally signed by Tammy Vaillancourt  
Date: 2022.06.29 14:41:04 -04'00'

Tammy Vaillancourt  
Chief Financial Officer

MLC  
6/30/22  
Lar



Frank Edelblut  
Commissioner

Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
TEL. (603) 271-3495  
FAX (603) 271-1953

June 29, 2022

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 Department of Education to transfer non-general funds in the amount of \$30,883 to cover appropriation shortfalls in the following accounts for Fiscal 2022.

06-56-56-566510-67770000-010-500100 HIGHER ED/TRANSCRIPT \$ 30,883.00 R/S 405284  
ADMIN FEE

Explanation

The Department requests these transfers to cover shortfalls in salary expenses through June 30, 2022. These shortfalls are primarily related to step increases, new hires and retiree pay outs. The above noted transfer will be offset by \$30,883 in non-general funds being lapsed into the Salary Adjustment Fund from the following accounts:

06-56-56-566510-90080000-010-500100 EDUCATION \$ (30,883.00) R/S 402444  
CREDENTIALING

100% Other Funds

Respectfully submitted,  
Tammy  
Vaillancourt  
Digitally signed by Tammy  
Vaillancourt  
Date: 2022.06.29  
14:40:26 -0400

Tammy Vaillancourt  
Chief Financial Officer

There is a copy of this in the  
non-general fund group



Frank Edelblut  
Commissioner

Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
TEL (603) 271-3495  
FAX (603) 271-1953

June 29, 2022

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

**Requested Action**

Respectfully request that the following transfers be made pursuant to RSA 9:17-C (Employee Benefit Adjustment Fund). 100% General Funds.

From:	Employee Benefit Adjustment Fund	<u>(\$ 9,983.00)</u>
To:	06-56-56-562010-30140000-060-500602 SPECIAL EDUCATION-STATE	\$ 3,161.00
	06-56-56-562010-30290000-060-500602 SCH NUTRITION-STATE MATCH/MOE	\$ 2,665.00
	06-56-56-562010-40390000-060-500602 ADULT EDUCATION-STATE	\$ 50.00
	06-56-56-560510-60020000-060-500602 BUSINESS MANAGEMENT	\$ 4,091.00
	06-56-56-566510-86790000-060-500602 HIGHER EDUCATION COMMISSION	<u>\$ 16.00</u>
		<u>\$9,983.00</u>

**Explanation**

The request is to cover shortfalls in benefits through the end of Fiscal Year 2022. The shortfalls are primarily due to benefit sweeps reducing appropriations below the amount needed to meet obligations; along with benefit costs for incumbents being higher than the budgeted rate.

Respectfully submitted,

Tammy  
Vaillancourt

Digitally signed by Tammy  
Vaillancourt  
Date: 2022.06.29  
14:41:22 -0400

Tammy Vaillancourt  
Chief Financial Officer



# New Hampshire Fish and Game Department

11 Hazen Drive, Concord, NH 03301-6500  
 Headquarters: (603) 271-3421  
 Website: www.WildNH.com

TDD Access: Relay NH 1-800-735-2964  
 Fax: (603) 271-1438  
 Email: info@wildlife.nh.gov

Scott R. Mason  
 Executive Director

May 9, 2022

*MT  
6-7-22*

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	-\$20,500.00
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### TO:

20-07500-21220000-060-500602	Aquatic Education	+\$ 2,500.00
20-07500-22000000-060-500602	Wildlife Damage	+\$18,000.00

## 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 2022. Approval of this transfer will allow for the continuation of normal benefit payments required for the operation of the Department.

Respectfully Submitted,

Scott R. Mason  
 Executive Director

*Kathy Ann LaBonte*  
 Kathy Ann LaBonte, Chief  
 Business Division



# New Hampshire Fish and Game Department

11 Hazen Drive, Concord, NH 03301-6500  
Headquarters: (603) 271-3421  
Website: www.WildNH.com

TDD Access: Relay NH 1-800-735-2964  
Fax: (603) 271-1438  
Email: info@wildlife.nh.gov

Scott R. Mason  
Executive Director

May 9, 2022

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:

<b>FROM:</b>		
20-07500-54470000-219-502687	Salary Adjustment Fund	-\$-41,750.00
<b>TO:</b>		
20-07500-11710000-010-500100	Office of the Director	+\$ 9,500.00
20-07500-11710000-011-500126	Office of the Director	+\$ 5,000.00
20-07500-21180000-010-500100	Licensing	+\$ 500.00
20-07500-21210000-010-500100	Hunter Education	+\$ 100.00
20-07500-21220000-010-500100	Aquatic Education	+\$26,000.00
20-07500-22000000-010-500100	Wildlife Damage	+\$ 650.00

### 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 2022. Approval of this transfer will allow for the continuation of normal salary payments required for the operation of the Department.

Respectfully Submitted,

Scott R. Mason  
Executive Director

Kathy Ann LaBonte, Chief  
Business Division

SEM  
LAR

JUN 16 2022 PM 1:44 RCVD



# State of New Hampshire

## POLICE STANDARDS & TRAINING COUNCIL

Arthur D. Kehas

Law Enforcement Training Facility & Campus

17 Institute Drive, Concord, N.H. 03301-7413

603-271-2133 – Fax: 603-271-1785

TDD Access: Relay NH 1-800-735-2964



John V. Scippa  
Director

Sheriff Christopher D. Connelly  
Chairman

June 13, 2022

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 \$8,850 in general funds from the Salary Adjustment Account to the Police Standards and Training Council listed below, effective the date of Governor and Council for the State Fiscal year ending June 30, 2022. **100% General Funds.**

Account	Account Number	Amount
Law Enforcement Training	06-87-87-087010-66390000-010-500100	\$8,850.00
<b>Total</b>		<b>\$8,850.00</b>

### EXPLANATION

The above requested transfer is to cover a shortfall in the salary class through the end of Fiscal Year 2022. The shortfall in the above account resulted from the payout during the last payroll cycle to an employee after the salary and benefits sweep was conducted in April 2022.

Fund amounts from the Department transferred to the Salary Adjustment Funds during the fiscal year 2022, as well as balance available at year-end represents sufficient amounts to support this request.

Respectfully Submitted,

John V. Scippa  
Director

JVS/la

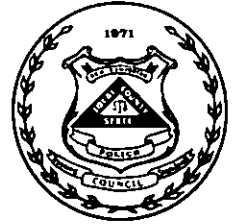
Jan,

JUN16'22 PM 1:44 RCVD



# State of New Hampshire

## POLICE STANDARDS & TRAINING COUNCIL



Sheriff Christopher D. Connelly  
Chairman

Arthur D. Kehas  
Law Enforcement Training Facility & Campus  
17 Institute Drive, Concord, N.H. 03301-7413  
603-271-2133 – Fax: 603-271-1785  
TDD Access: Relay NH 1-800-735-2964

John V. Scippa  
Director

June 13, 2022

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

### REQUESTED ACTION

Pursuant to RSA 9:17-c, The Employee Benefit Adjustment Account, authorize the Commissioner of the Department of Administrative Services to transfer \$83<sup>5</sup> in general funds from the Employee Benefit Adjustment Account to the Police Standards and Training Council listed below, effective the date of Governor and Council for the State Fiscal year ending June 30, 2022. **100% General Funds.**

Account	Account Number	Amount
Administration	06-87-87-087050-89800000-060	\$83 <sup>5</sup>
<b>Total</b>		<b>\$83<sup>5</sup></b>

### EXPLANATION

The above requested transfer is to cover a shortfall in the benefit class through the end of Fiscal Year 2022. The shortfall in the above accounts resulted after the salary and benefits sweep was conducted in April 2022.

Fund amounts from the Department transferred to the Benefits Adjustment Funds during the fiscal year 2022, as well as balance available at year-end represents sufficient amounts to support this request.

Respectfully Submitted,

John V. Scippa  
Director

JVS/la

sdm



Victoria F. Sheehan  
Commissioner

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



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 17, 2022

**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 \$100 to the following account as listed below to cover a shortage effective upon Governor and Council Approval. 100% General Funds.

	<u>FY 2022</u>
From: Benefit Adjustment Fund	\$100
To: 04-096-096-964010-21070000-060-500601	\$100

**EXPLANATION**

The above requested transfer is to cover a shortfall through the end of State Fiscal Year 2022. The shortfall is due to employee benefits variance from budgeted amounts.

We respectfully request your approval.

Sincerely,

Victoria F. Sheehan  
Commissioner



Lar  
JAM



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



*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 17, 2022

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Department of Transportation (DOT) requests a transfer from the Salary Adjustment Fund in the amount of \$15,700 to the following accounts as listed below to cover shortages effective upon Governor and Council Approval. 100% General Funds.

	<u>FY 2022</u>
From: Salary Adjustment Fund	\$15,700
To: 04-096-096-964010-21070000-010-500100	\$15,700

**EXPLANATION**

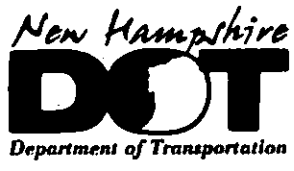
The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2022. The shortfall is due to filled position rate greater than budgeted.

We respectfully request your approval.

Sincerely,

Victoria F. Sheehan  
Commissioner

Sam



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



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 17, 2022

**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 \$1,281,100 to the following accounts as listed below to cover shortages effective upon Governor and Council Approval. 100% Highway Funds.

From: Benefit Adjustment Fund:		<u>FY 2022</u>
04-096-096-960015-30530000-220-502688		\$1,281,100
To:	04-096-096-960515-29280000-060-500601	\$1,281,000
	04-096-096-960515-30480000-060-500601	\$ 100

**EXPLANATION**

The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2022. The shortfalls are due to benefit expenses coming in higher than budgeted.

We respectfully request your approval.

Sincerely,  
  
Victoria F. Sheehan  
Commissioner



Victoria F. Sheehan  
Commissioner

THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.  
Assistant Commissioner

Lar  
SAM

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

Bureau of Finance and Contracts  
June 17, 2022

**REQUESTED ACTION**

Pursuant to RSA 99:4, the Department of Transportation (DOT) requests a transfer from the Salary Adjustment Fund in the amount of \$8,100 to the following accounts as listed below to cover shortages effective upon Governor and Council Approval. 100% Highway Funds.

From: Salary Adjustment Fund:	<u>FY 2022</u>
04-096-096-960015-30510000-219-502687	\$ 8,100
To: 04-096-096-960015-30380000-010-500100	\$ 7,600
04-096-096-960515-30660000-010-500100	\$ 500

**EXPLANATION**

The above requested transfer is to cover shortfalls through the end of State Fiscal Year 2022. The shortfalls are due to salary increases higher than budgeted.

We respectfully request your approval.

Sincerely,

Victoria F. Sheehan  
Commissioner