



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

Charles M. Arlinghaus
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April 1, 2019

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

REQUESTED ACTION

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

EXPLANATION

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

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

Respectfully submitted,

Charles M. Arlinghaus
 Commissioner

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: 3/22/19

TO THE HONORABLE GOVERNOR & COUNCIL:

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

Conference/Workshop/Seminar Title

Patterson-Kelley Boiler Training

Purpose of Travel

Training on new boiler operations and troubleshooting

Attendees and their Titles

- | | |
|--|----|
| 1. Michael Baxley Maintenance Technician | 5. |
| 2. Daniel Miles Maintenance Technician | 6. |
| 3. | 7. |
| 4. | 8. |

Fiscal Information - Summary Fiscal Year

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

Authorized Signature _____



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

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: 4/1/19

TO THE HONORABLE GOVERNOR & COUNCIL:

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

Conference/Workshop/Seminar Title

Patterson-Kelley Boiler Training

Purpose of Travel

Training on new boiler operations and troubleshooting

Attendees and their Titles

- | | |
|---|----------|
| 1. <u>Mark Pezzulo Maintenance Technician</u> | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Fiscal Information - Summary Fiscal Year

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

Authorized Signature 

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