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# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

May 19, 2023

The Honorable Ken Weyler, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, NH 03301

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

## REQUESTED ACTION

Pursuant to the provisions of RSA 9:16-a, I, authorize the Department of Administrative Services to transfer funds in the amount of \$48,164 to cover anticipated shortfalls in maintaining the Department of Transportation facilities, effective upon approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2023, and further authorize the funds to be allocated as shown below. Source of Funds: **100% Transfer from Other Agencies.**

01-014-014-141510-29510000 **Dept of Safety/DMV Facility**

Class	Account	Description	FY23 Current Modified	Requested Amount	FY23 Adjusted Budget
001	482823-69	TRANSFERS FROM OTHER AGENCY	2,173,951	(15,000)	2,158,951
		<b>TOTAL REVENUE</b>	2,173,951	(15,000)	2,158,951

Class	Account	Class Description	FY23 Current Modified	Requested Amount	FY23 Adjusted Budget
10	500100	PERSONAL SERVICES PERM CLAS	439,647		439,647
18	500106	OVERTIME	35,835	(15,000)	20,835
20	500200	CURRENT EXPENSES	90,900		90,900
22	500257	RENTS-LEASES OTHER THAN ST A	1		1
23	500291	HEAT ELECTRICITY WATER	725,942		725,942
24	500225	MAINT OTHER THAN BUILO-GRN	1		1
30	500300	EQUIPMENT NEW REPLACEMENT	44,080		44,080
39	500188	TELECOMMUNICATIONS	4,343		4,343
47	500263	OWN FORCES MAINT BUILO-GRN	3,916		3,916
48	500266	CONTRACTUAL MAINT BUILO-GRN	276,861		276,861
50	500109	PERSONAL SERVICE TEMP APPOI	139,127		139,127
60	500602	BENEFITS	348,373		348,373
70	500704	IN STATE TRAVEL REIMBURSEME	559		559
103	500735	CONTRACTS FOR OP SERVICES	64,366		64,366
		<b>TOTAL EXPENSE</b>	<b>2,173,951</b>	<b>(15,000)</b>	<b>2,158,951</b>

01-014-014-141510-20970000 Spaulding Hall

Class	Account	Description	FY23 Current Modified	Requested Amount	FY23 Adjusted Budget
001	482825-69	TRANSFERS FROM OTHER AGENCY	350,516	(13,000)	337,516
		<b>TOTAL REVENUE</b>	<b>350,516</b>	<b>(13,000)</b>	<b>337,516</b>

Class	Account	Class Description	FY23 Current Modified	Requested Amount	FY23 Adjusted Budget
10	500100	PERSONAL SERVICES PERM CLAS	67,582		67,582
18	500106	OVERTIME	10,415		10,415
20	500200	CURRENT EXPENSES	8,992		8,992
22	500257	RENTS-LEASES OTHER THAN STA	100		100
23	500291	HEAT ELECTRICITY WATER	71,634		71,634
30	500300	EQUIPMENT NEW REPLACEMENT	1,700		1,700
39	500188	TELECOMM UNICATIONS	963		963
48	500266	CONTRACTUAL MAINT BUILD-GRN	58,725		58,725
50	500109	PERSONAL SERVICE TEMP APPOI	13,286	(13,000)	286
60	500602	BENEFITS	55,964		55,964
103	500735	CONTRACTS FOR OP SERVICES	9,180		9,180
200	509200	BUILDING USE ALLOWANCE	51,975		51,975
		<b>TOTAL EXPENSE</b>	<b>350,516</b>	<b>(13,000)</b>	<b>337,516</b>

01-014-014-141510-29520000 DOT Buildings

Class	Account	Description	FY23 Current Modified	Requested Amount	FY23 Adjusted Budget
001	482896-6A	TRANSFERS FROM OTHER AGENCY	1,618,986	28,000	1,646,986
		TOTAL REVENUE	1,618,986	28,000	1,646,986

Class	Account	Class Description	FY23 Current Modified	Requested Amount	FY23 Adjusted Budget
10	500100	PERSONAL SERVICES PERM CLAS	369,969		369,969
18	500106	OVERTIME	17,865	15,000	32,865
20	500200	CURRENT EXPENSES	47,521		47,521
22	500257	RENTS-LEASES OTHER THAN STA	200		200
23	500291	HEAT ELECTRICITY WATER	596,817		596,817
30	500300	EQUIPMENT NEW REPLACEMENT	20,164	(20,164)	
39	500188	TELECOMM UNICATIONS	3,472		3,472
47	500263	OWN FORCES MAINT BUILD-GRN	1,900		1,900
48	500266	CONTRACTUAL MAINT BUILD-GRN	280,389	33,164	313,553
50	500109	PERSONAL SERVICE TEMP APPOI	23,654		23,654
60	500602	BENEFITS	214,558		214,558
70	500704	IN STATE TRAVEL REIMBURSEME	173		173
103	500735	CONTRACTS FOR OP SERVICES	42,304		42,304
		TOTAL EXPENSE	1,618,986	28,000	1,646,986

**EXPLANATION**

The Department of Administrative Services is requesting authorization to transfer funds between various class lines in AU29510000, AU2097000 and AU29520000 to address anticipated shortfalls to effectively manage and maintain DOT buildings. Funds are available from expected savings within the Department.

The following appropriation adjustments are being requested in AU29520000:

Class 18 – 500106 Overtime – due to various emergencies, there was an increase in the need for overtime but with insufficient funds available in AU2952000 to cover these costs, \$15,000 is being requested from AU2951000 to cover the cost of overtime in AU29520000.

Class 30 – 500300 Equip Ent New Replacement – there is no need to purchase/replace equipment at this location for this fiscal year so these funds will be reappropriated to class 048 to cover anticipated shortfalls due to substantial increases in janitorial contracts.

Class 48 - 500226 Contract Maintenance - additional appropriations are needed to cover contract maintenance for the cost of an existing janitorial contract and increases in maintenance projects.

The following information is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985.

- 1) Does the transfer involve continuing programs or one-time projects? While specific

projects may differ each fiscal year, there is continued on-going maintenance needed at DOT buildings.

- 2) Is this transfer required to maintain existing program level or will it increase the program level? The transfer will maintain the existing program level.
- 3) Cite any requirements which make this program mandatory. HB1 Operating Budget for FY22-23, provided funding for the maintenance of Bureau of General Services facilities.
- 4) Identify the source of the funds on all accounts listed on this transfer. 100% Transfer from Other Agencies.
- 5) Will there be any effect on revenue if this transfer is approved or disapproved? No effect.
- 6) Are funds expected to lapse if this transfer is not approved? Unexpended funds in this account will lapse at the end of the fiscal year.
- 7) Are personnel services involved? No.

I respectfully recommend approval of this item.

Respectfully submitted,



Charles M. Arlinghaus,  
Commissioner

Department of Administrative Services