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# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

Charles M. Arlinghaus  
Commissioner

November 22, 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 \$150,000 to cover anticipated shortfalls as a result of the Department of Correction's relocation of office space, effective upon approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2024, and further authorize the funds to be allocated as shown below. Source of Funds: **100% Transfer from Other Agencies.**

### 01-014-014-141510-16320000 Main Building

Class	Account	Description	FY24 Current Modified	Requested Amount	FY24 Adjusted Budget
001	482823-69	TRANSFERS FROM OTHER AGENCY	2,251,420	(150,000)	2,101,420
		<b>TOTAL REVENUE</b>	2,251,420	(150,000)	2,101,420

Class	Account	Class Description	FY23 Current Modified	Requested Amount	FY23 Adjusted Budget
020	500200	CURRENT EXPENSES	54,983	(10,000)	44,983
023	500291	HEAT ELECTRICITY WATER	792,304		792,304
029	500290	INTRA-AGENCY TRANSFERS	1,030,620	(115,000)	915,620
039	500188	TELECOMMUNICATIONS	3,518		3,518
047	500263	OWN FORCES MAINT BUILO-GRN	9,270		9,270
048	500266	CONTRACTUAL MAINT BUILO-GRN	194,851	(25,000)	169,851
050	500109	PERSONAL SERVICE TEMP APPOI	150,923		150,923
060	500602	BENEFITS	11,862		11,862
103	500735	CONTRACTS FOR OP SERVICES	3,089		3,089
		<b>TOTAL EXPENSE</b>	2,251,420	(150,000)	2,101,420

01-014-014-141510-20930000 64 South Street

Class	Account	Description	FY24 Current Modified	Requested Amount	FY24 Adjusted Budget
		General Funds	36,942		36,942
001	482896-69	TRANSFERS FROM OTHER AGENCY	81,448	150,000	231,448
004	407122-68	INTRA AGENCY TRANSFER	235,488		235,488
		<b>TOTAL REVENUE</b>	<b>353,878</b>	<b>150,000</b>	<b>503,878</b>

Class	Account	Class Description	FY24 Current Modified	Requested Amount	FY24 Adjusted Budget
020	500200	CURRENT EXPENSES	9,256		9,256
023	500291	HEAT ELECTRICITY WATER	68,977		68,977
029	500290	INTRA-AGENCY TRANSFERS	109,425		109,425
039	500188	TELECOMMUNICATIONS	1,006		1,006
047	500263	OWN FORCES MAINT BUILO-GRN	1,576		1,576
048	500226	CONTRACTUAL MAINT BUILO-GRN	102,811	150,000	252,811
103	500735	CONTRACTS FOR OP SERVICES	9,827		9,827
200	509200	BUILDING USE ALLOWACE	51,000		51,000
		<b>TOTAL EXPENSE</b>	<b>353,878</b>	<b>150,000</b>	<b>503,878</b>

**EXPLANATION**

The Department of Administrative Services is requesting authorization to transfer funds from various class lines in AU1632000 to AU20930000 to address space reassignment of the Department of Corrections. The transfer of funds are a result of Department Of Correction's relocation from the State Office Park campus on Pleasant Street to 64 South Street. The following appropriation adjustments are being requested in AU20930000:

Class 048 - 500226 Contract Maintenance - additional appropriations are needed to cover contract maintenance costs and maintenance projects throughout the remainder of FY24.

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 DOC 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 FY24-25, provided funding for the maintenance of the Central Facilities Bureau.
- 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 Class 047 and 048 will not lapse in the first year of the biennium, but at the end of the fiscal year 6/30/2025.
- 7) Are personnel services involved? No.

I respectfully recommend approval of this item.

Respectfully submitted,



Charles M. Arlinghaus,  
Commissioner  
Department of Administrative Services