

133

mac



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street - Room 100
Concord, New Hampshire 03301
(603) 271-3201 | Office@das.nh.gov

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

May 1, 2024

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

REQUESTED ACTION

Authorize the Department of Administrative Services, State Energy Management Office (SEMO) to **retroactively** hold an organized meeting on April 10, 2024 at the Edward Cross Training Complex in Pembroke, NH, by conducting a one-day energy conference for a total cost not to exceed \$5,725.41, effective **retroactive** to April 10, 2024, upon Governor and Executive Council Approval. **100% Federal Funds.**

Funding is available in account titled Administrative Services as follows:

01-14-14-141510-18750000 – State Energy Management	<u>FY2024</u>
020-500252 – Current Expenses	\$5,725.41

EXPLANATION

This request is **retroactive** because the conference organizers were not aware of the Manual of Procedures requirements for organized meetings that differ from the regular \$10,000 threshold. The item was discovered in our internal payment audit process and payment is being withheld until the Governor and Council has a chance to review the item. Going forward, training about purchasing rules and Council thresholds will be provided not just to senior staff but to anyone allowed to commit state funds. It is my understanding that past state energy conferences had never exceeded the \$2,500 limit so this is the first year in recent times it has come up.

Annually. The State Energy Management Office (SEMO) in the Division of Plant and Property co-hosts a State Energy Conference with the NH Department of Environmental Services (DES) and NH Department of Energy (DOE). The conference was a one-day, in-person conference for

about a decade but has been reduced to a virtual conference for the four years beginning in 2020. This year, our Department of Energy secured a \$20,000 federal grant for a return to a collaborative, live conference. We were able to secure reduced rates for many aspects of the conference other than food so final costs came in at less than a third of the grant funds.

Energy management is a key component of all operations across the State. Each agency and department is responsible for budgeting, tracking, payment of utilities, and basic energy needs required to heat and cool buildings, provide transportation, and conduct all energy related operations. This ranges from basic control of lighting and boilers to snow & ice operations and dam maintenance. Per Executive Order 2016-A, the State is required to track energy use and reduce usage through energy efficiency measures. Each agency and department operates under these guidelines and reports to the State's Energy Tracking System monitored and maintained by DAS State Energy Management Office (SEMO). Bringing all the various agencies and departments from across the State together to discuss energy tracking and create awareness of energy efficiency projects being conducted has been a productive and well received part of State's energy management initiatives and fiscal savings. As a general matter, energy managers across many departments find an in-person meeting a more valuable pathway to efficiency than the computer-screen based substitution that sufficed during Covid times.

Attached are copies of the invoices and conference agenda. In the end, conference attendance was 95 state employees.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner

DAS State Energy Management Office (SEMO)
 Annual State Energy Conference

Cost Breakdown				
Energy Conference	DESCRIPTION	Cost Allocation	Expensed	Completed?
Location fee	Edward Cross Training	\$ 198.00	\$ 198.00	Yes
Conference catering	Food and drink for the State Energy Conference	\$ 5,194.00	\$ 5,194.00	Yes
Graphics for event	Printing of name tags and award certificates	\$ 197.48	\$ 197.48	Yes
Miscellaneous	Name tag holders	\$ 135.93	\$ 135.93	Yes
Totals		\$ 5,725.41	\$ 5,725.41	

Appendix B-3 – Invoice (Pembroke)

<p>Edward Cross Training Complex 722 Riverwood Drive Pembroke, NH 03275</p> <p>Mailing Address: 4 Pembroke Road Concord, NH 03301</p>	<p>INVOICE</p> <p>Invoice # <u>ECTC 120</u></p> <p>Date: <u>January 22, 2024</u></p>
---	---

To: NH Dept. of Energy

POC: Paige Relf 603-271-0843

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	117A,B,C April 10, 2024 8am - 4pm	\$79	\$79
1	Auditorium April 10, 2024	\$63	\$63
1	DFAC April 10, 2024 (after 12pm)	\$56	\$56
SUBTOTAL			\$198
TOTAL DUE			\$ 198

Make all checks payable to: Treasurer, State of New Hampshire
 If you have any questions concerning this invoice, call the Training Site Manager (603) 715-3752 or the
 Front Desk Clerk (603) 715-3753

Please send payment to:
 Helen Champa
 Dept. of Military Affairs and Veterans Services- State BA
 4 Pembroke Road
 Concord, NH 03301

PLEASE SEND CHECK OR MONEY ORDER ONLY. THANK YOU

INVOICE

Washington Street Café
 88 Washington St.
 Concord, NH 03301

washingtonstreetcatering@gmail.co
 m
 +1 (603) 228-2000
 washingtonstreetcatering.com



Dept of Administrative Services of NH
 Bill to
 Dept. of Administrative Services of NH
 c/o Mr. Thomas Barrasso
 25 Capitol Street,
 Concord, NH 03301

Ship to
 Edward Cross Training Center
 722 River Road
 Pembroke, NH 03275

Invoice details

Invoice no.: 44978
 Terms: Due on receipt
 Invoice date: 04/17/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.			Date: April 10, 2024 Time: 8:00 AM – 3:00 PM We recommend that you set up 2 lines for fast service We do not provide tables, table cloth, chairs, china or glassware			\$0.00
2.		Deluxe Continental Breakfast.	Set up around 7:30 for service at 8 am in room next to cafeteria (#117?) - An assortment of freshly baked pastries that may include: muffins, croissants, scones and bagels w/cream cheese & butter - Coffee : regular and decaf (if requested) - Hot water w/ tea packets - cups, stirrers, sugar, 1/2 & 1/2 and - Orange & cranberry juice - Hand Cut Fruit salad featuring fresh seasonal fruit. 80+ People.....\$9.55 pp GF/DF/NF add \$2.00 (see below) Includes disposable paper plates & plastic ware; napkins, utensils and serving supplies when applicable.	140	\$9.55	\$1,337.00

3.	Coffee	Additional Coffee w/cups, stirrers, sugar, 1/2 & 1/2 ...	70	\$2.50	\$175.00
4.	GF	Gluten Free /Dairy Free options add \$2.00	20	\$2.00	\$40.00
5.	Water	Bottled Water.	100	\$1.95	\$195.00
6.	Subtotal	Subtotal			\$1,747.00
7.	LUNCH	at 12 or when the cafeteria is available - Boneless, skinless Chicken Piccata w/ lemon butter & capers served with herb rice 80% - Vegan/GF/DF Vegetable stir fry with rice 20% - Garden salad w/ dressing Includes disposable paper plates & plastic ware; napkins, utensils and serving supplies when applicable.	140	\$14.25	\$1,995.00
8.	Drinks	Assorted Cans of Soda and Bottled Water.	140	\$1.95	\$273.00
9.	Cookies & Brownies.		140	\$1.95	\$273.00
10.	GF	Gluten Free /Dairy Free dessert add \$2.00	20	\$2.00	\$40.00
11.	Subtotal	Subtotal			\$2,581.00
12.	pm snack	1:45 cafeteria Whole Fruit and granola bars	140	\$1.95	\$273.00
13.	Drinks	Assorted Cans of Soda and Bottled Water.	140	\$1.95	\$273.00
14.	SERVICE	2 servers needs to stay behind to replenish for up to 2 hours In the morning At lunch	2	\$75.00	\$150.00
15.	Delivery	Charge for time & mileage of round trip deliveries, set up & pick up .	1	\$170.00	\$170.00
16.	Non Cash Transaction Fee	Please note that there's a 3% Convenience Fee added to transactions using non cash methods	1	\$0.03	\$0.00

Total \$5,194.00

Please call to pay by card; include cvv and billing address.
Checks and cash are also accepted.

State of New Hampshire
Bureau of Graphic Services
12 Hills Avenue, Concord NH 03301
(603)-271-3205

PRINTING INVOICE STATEMENT

Invoice Number:
241123

Bill To:

STATE ENERGY MANAGER'S OFFICE
ATTN: THOMAS BARRASSO
107 PLEASANT ST
JOHNSON HALL RM 314
CONCORD NH NH 03301

Date: 04/15/2024

Req. #	Bgs #	Description	Quantity	Amount
	241123	STATE ENERGY CONFERENCE BADGES Certificates PO NO: Invoice MUST Be Referenced in AP20 as Follows: AR1480 Then Invoice Number Graphic Services Vendor #: 311152 Location Code:B003	150 1	 \$197.48

ORDER DETAILS (as of 4/17/2024)

[< return to order history](#)

VIEWING ORDER #: S142850384

Order Number S142850384
Order Date 4/4/2024 12:01:05 pm
Ordered By Markus Scandalia
Order Method WEB
Order Status Invoiced
Invoice Number(s) 245741245
Account Number C1126599
Group GCL0018102

Re-Ordering Items?
 You can easily restock on items you've ordered before. Click the button to add some or all of these items to your cart.

SHOP THIS ORDER

Returning Items?
 To begin the return process, click the button below to select items from this order. For additional information, please see our [Return Policy](#).

START A RETURN

YOUR ORDER:

Shipping Address
 St Of Nh Dept Admin Svcs
 125 Pleasant St
 Concord, NH 03301

Expense Allocation
 Cost Center: 45 - Bureau Of Plan/Mgmt

Billing Address
 ST OF NH DEPT ADMIN SVCS (MINS002)
 Markus Scandalia
 25 Capitol Street, Rm 112
 Concord, NH 03301

Additional Shipping
 Attention: Markus Scandalia
 Phone Number: (603) 271-4906

Payment and Additional Info
 Payment: Credit Card

Item Number	Item Description	Type	Price/UOM	QTY Ordered	Ext. Price	QTY Shipped
<u>AVE2523</u> Quick View	Heavy-Duty Clip-Style Badge Holders, Landscape, 3" x 4", 100/BX		\$49.97/BX	2	\$99.94	2
<u>AVE3392</u> Quick View	Name Badge Insert Refills, 3" x 4", 300/BX		\$35.99/BX	1	\$35.99	1

Product Subtotal \$135.93
Tax Subtotal \$0.00
 (may include bottle deposits)
Order Total \$135.93

PAID
 CHRIS MOORE 4/18/2024



2024 State Energy Conference
Cultivating Energy Connections:
Practical Energy Efficiency Activities
For State Facilities & Fleets



April 10th – 8:30 AM – 3:00 PM
Edward Cross Training Complex
722 Riverwood Drive, Pembroke, NH
GPS: 96 Sheep Davis Road, Pembroke, NH

Agenda

8:30 – 9:00am Registration Check-In (Energy Emporium, coffee & light breakfast)

9:00 – 10:00am Welcome Remarks & Keynote (Auditorium)

- **Welcome Remarks:**

- NH Department of Environmental Services (NHDES) – Robert Scott, NHDES Commissioner
- NH Department of Energy (NHDOE) – Rorie Patterson, NHDOE Director of Administration
- NH Department of Military Affairs and Veteran Services (DMAVS) – Major Kenney, CFMO

- **Keynote Address:** Looking Up, Looking Out, Looking In

- Chris Skoglund, Director of Energy Transition, Clean Energy NH

10:00 – 10:30am Networking Break (Energy Emporium, coffee & refreshments)

10:30 – 12:00pm Morning Plenary (Auditorium)

- **Energy Impacts:** Insights from the 2023 State Energy Report and Statewide Energy Conservation Plan

New Hampshire Department of Administrative Services (NHDAS):

- Karen Rantamaki, Director, Division of Plant and Property
- Thomas Barrasso, State Energy Manager
- Chris Moore, Energy Project Manager
- Dharmik Patel, Data Analyst

- **Clean Fleets:** Spotlight on the State fleet + resources for clean vehicle procurement

- Andrea Olsson, State Fleet Manager, NHDAS
- Jessica Wilcox, Mobile Sources Supervisor, NHDES

- **Safety Minute** – Jerry Robinson, Environmental Health & Safety Administrator, NHDAS

12:00 – 1:30pm Lunch / Energy Emporium / Electric Vehicle Ride & Drive

1:30 – 3:00pm Afternoon Plenary & Awards (Auditorium)

- **Energy Efficiency (EE) Project Roundup: Successful project models presented by State agencies and organizations.**
 - **Moderator: Chris Moore, Energy Project Manager, NHDAS**
 - Franklin Wastewater Treatment Facility's multiphase project – Sharon McMillin, Environmental Program Administrator, NHDES
 - NH Veteran's Home lighting project – Brian Baker, Operations Manager
 - Performance contract opportunities and examples (e.g., lighting projects, etc.) – Bill Garbati, Sr. Business Development Manager, Energy Systems Group
- **Excellence in Energy Efficiency Awards**
 - **Presenter: Thomas Barrasso, State Energy Manager, NHDAS**
- **Closing Remarks**

Energy Emporium Exhibitors

1. ABC Energy Savings
2. Acuity Lighting
3. Banks Chevrolet (Chevy Blazer EV)
4. Energy Systems Group (ESG)
5. ESI Lighting
6. Gates
7. Grappone Automotive Group (Ford Lighting Pickup & Mustang Mach E)
8. Green Wave EV (Ford Mustang Mach E & Hyundai Kona EV)
9. Hapco Solar Poles
10. Holophane Roadway Lighting Mobile Showroom
11. Kearsarge Energy
12. Leviton
13. Luminia Solar Garden
14. NH Saves
15. NorthEast Electrical
16. Powers & Process / Thermaxx
17. PowerSmith
18. SpiroTherm
19. Sylvania / LEDVANCE Mobile Van
20. The Granite Group
21. Urell
22. Weston & Sampson