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State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street – Room 100
Concord, New Hampshire 03301
Office@das.nh.gov

Charles M. Arlinghaus
Commissioner
(603) 271-3201

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

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

June 3, 2024

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court

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

REQUESTED ACTION

Requested Action #1: Pursuant to RSA 14:30-a, VI, authorize the Department of Administrative Services (Department) to accept and expend \$222,975 of revenue, resulting from utility overcharge refund from the City of Concord, to be used to supplant an intra agency revenue shortfall resulting from the delay in occupancy of the Granite Place building, effective upon approval by the Fiscal Committee and Governor and Executive Council through June 30, 2025. Source of Funds: 100% Agency Income.

Requested Action #2: Pursuant to RSA 9:16-a, II, authorize the Department to transfer funds in the amount of \$309,897 between accounting units, and create new expense class codes to supplant an intra agency revenue shortfall resulting from the delay in occupancy of the Granite Place building effective upon approval by the Fiscal Committee and Governor and Executive Council through June 30, 2025. Source of Funds 100% General Funds

Funds are to be budgeted as follows:

Requested Action #1

01-014-0014-141510-21490000 Granite Place

Class - Account - Rev	Description	FY24 Current Budge	Intra Agency Rev	Agency Income	FY24 Revised Budget
001-482820-69	Transfers from other agency	\$ 1,118,940			\$ 1,118,940
004-403596-22	Intra Agency Transfers	\$ 602,505	\$ (222,975)		\$ 379,530
008-402308-44	Misc Agency Income			\$ 222,975	\$ 222,975
	General Funds	\$ 21,000,000			\$ 21,000,000
	Total Revenue	\$ 22,721,445	\$ (222,975)	\$ 222,975	\$ 22,721,445
010-500100	Pers. Services	\$ 47,071			\$ 47,071
020-500200	Current Expense Supplies	\$ 2,403			\$ 2,403
022-500248	Rents - Leases other than state	\$ 1,430,906	\$ (222,975)	\$ 222,975	\$ 1,430,906
023-500291	Heat Electric Water	\$ 127,403			\$ 127,403
033-509033	Land Build Acquisition	\$ 21,000,000			\$ 21,000,000
48-500266	Contractual Maint Build - Gmd	\$ 26,376			\$ 26,376
50-500109	Pers. Sevices Temp	\$ 32,179			\$ 32,179
60-500602	Benefits	\$ 33,607			\$ 33,607
103-500725	Contracts for Services	\$ 21,500			\$ 21,500
	Total Expense	\$ 22,721,445	\$ (222,975)	\$ 222,975	\$ 22,721,445

Requested Action #2				
01-014-0014-141510-20980000 Dept of Justice Bldg				
Class - Account - Rev	Description	FY24 Current Budget	General Fund Transfer Out	FY24 Revised Budget
001-482820-69	Transfers from other agency	\$ 70,209	\$	\$ 70,209
	General Funds	\$ 449,134	\$ (309,897)	\$ 139,237
	Total Revenue	\$ 519,343	\$ (309,897)	\$ 209,446
020-500200	Current Expense Supplies	\$ 13,797	\$ (9,660)	\$ 4,137
023-500291	Heat Electric Water	\$ 135,770	\$ (57,627)	\$ 78,143
029-500290	Intra Agency Transfer	\$ 213,177	\$ (205,284)	\$ 7,893
039-500188	Telecommunication	\$ 503	\$ (293)	\$ 210
047-500240	Own Force Maint Build-Grnd	\$ 11,288	\$ (4,652)	\$ 6,636
048-500226	Contractual Maint Build - Grnd	\$ 93,214	\$ (14,740)	\$ 78,474
050-500109	Pers. Sevices Temp	\$ 35,046	\$ (13,336)	\$ 21,710
060-500602	Benefits	\$ 2,748	\$ (1,087)	\$ 1,661
103-500736	Contracts for Services	\$ 13,800	\$ (3,218)	\$ 10,582
	Total Expense	\$ 519,343	\$ (309,897)	\$ 209,446

01-014-0014-141510-21490000 Granite Place					
Class - Account - Rev	Description	FY24 Current Budget	Intra Agency Reduction (Revenue Shortfall)	Gen Fund Transfer	FY24 Revised Budget
001-482820-69	Transfers from other agency	\$ 1,118,940	\$		\$ 1,118,940
004-403596-22	Intra Agency Transfers	\$ 379,530	\$ (309,897)		\$ 69,633
008-402308-44	Misc Agency Income	\$ 222,975			\$ 222,975
	General Funds	\$ 21,000,000		\$ 309,897	\$ 21,309,897
	Total Revenue	\$ 22,721,445	\$ (309,897)	\$ 309,897	\$ 22,721,445
010-500100	Pers. Services	\$ 47,071			\$ 47,071
020-500200	Current Expense Supplies	\$ 2,403		\$ 3,500	\$ 5,903
022-500248	Rents - Leases other than state	\$ 1,430,906	\$ (309,897)	\$ 334,897	\$ 1,455,906
023-500291	Heat Electric Water	\$ 127,403		\$ (90,000)	\$ 37,403
029-500290	Intra Agency Transfer			\$ 79,400	\$ 79,400
033-509033	Land Build Acquisition	\$ 21,000,000			\$ 21,000,000
039-500188	Telecommunication			\$ 1,100	\$ 1,100
047-500240	Own Force Maint Build-Grnd			\$ 2,500	\$ 2,500
048-500226	Contractual Maint Build - Grnd	\$ 26,376			\$ 26,376
050-500109	Pers. Sevices Temp	\$ 32,179		\$ (21,500)	\$ 10,679
060-500602	Benefits	\$ 33,607			\$ 33,607
103-500736	Contracts for Services	\$ 21,500			\$ 21,500
	Total Expense	\$ 22,721,445	\$ (309,897)	\$ 309,897	\$ 22,721,445

EXPLANATION

The Department is requesting several fund transfers to realign the spending from the Department of Justice (DOJ) building account, where DOJ formerly occupied, to the new Granite Place building. At the time the budget was prepared it was unknown the exact date DOJ would be moving and how much fit-up and renovations would be needed. In addition, it was unknown what other tenant(s) might occupy the space not being utilized by DOJ or when that may occur. DOJ moved into the space in November 2023, and the Department of Agriculture and Judicial Council moved early April 2024. At the end of April 2024, the State purchased the Property and is finalizing the true-up of costs related to the transition from leasing to owning. As such, the transfer is necessary to realign the budget to the appropriate building account and to accommodate anticipated spending through the remainder of the year.

Unrelated to the former DOJ building and the newly acquired Granite Place building, the State received a refund from the City of Concord from an overcharge of utility services in other State buildings managed by the Department. The Department is requesting to utilize that refund to offset a revenue shortfall related to occupancy of tenants in the

Granite Place building. The accept and expend does not increase the overall budget for the Department or the Granite Place building account, but rather supplements inter-agency rental income.

As a result of the demolition of the former DOJ building, any appropriations unspent and available are being transferred to fund the anticipated spending needs in the newly acquired Granite Place building as noted below:

Class 020 – 500200 Current Expenses - additional appropriations are needed to cover expenses for the remainder of FY24.

Class 022 500248 – Leases – additional appropriations are needed as the State continues working with the former owner to true-up costs associated with the prior lease agreement and transition to a new shared maintenance arrangement.

Class 023 – 500291 Heat Electricity Water- excess appropriations are available due to the purchasing of the building later than originally anticipated when the budget was created and are being transferred to other areas in need of additional appropriations.

Class 029 – 500290 Intra-Agency Transfers – the creation of this class line is necessary for funding of the Central Facilities Expense (CFE) accounting unit. The CFE account was created in the FY24-25 budget to budget for shared administrative and maintenance costs that are then allocated internally to the buildings managed by the Department. The class 029 was budgeted in the former DOJ building account but was inadvertently omitted in the Granite Place account.

Class 039- 500188 Telecommunications – the creation of this class line is needed to cover new phone and computer lines.

Class 047 – 500263 Own Force Maint. Build-Grn - the creation of this class line will allow staff to perform recurring maintenance work on the building and grounds as necessary.

Class 50 - 500109 Personal Service Temp – due to delays in hiring there are additional appropriations available to cover other areas.

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 staffing and on-going maintenance costs expected in operating the building.
- 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. In accordance with RSA 21-1: 12, 11, B, The Department of Administrative Services (DAS), Division of Plant and Property Management is responsible to "provide for the general maintenance of state-owned buildings and grounds, except as otherwise provided by law."
- 4) Identify the source of the funds on all accounts listed on this transfer. The percentages are per the enacted operating budget. AU2098: 86% General Funds, 14% Transfer from Other Agencies. AU2149: 100% Transfer from Other Agencies.
- 5) Will there be any effect on revenue if this transfer is approved or disapproved? The revenue budgeted will not be available which results in the need to transfer general funds and agency income to

offset the shortfall.

- 6) Are funds expected to lapse if this transfer is not approved? Unexpended funds in class 023, 047 and 048 do not lapse in the first year of the biennium, but at the end of the fiscal year 06/30/2025.
- 7) Are personnel services involved? Yes, as funding is necessary to support positions through the remainder of the fiscal year.

I respectfully recommend approval of this item.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PLANT & PROPERTY
25 Capitol Street - Room 408
Concord, New Hampshire 03301

Charles M. Arlinghaus
Commissioner

Karen L. Rantamaki
Director

January 29, 2024

To Whom It May Concern,

On January 29, 2024, two checks were hand delivered by Mr. Adam Clark, of the City of Concord to the Department of Administrative Services.

Check # 634810

The overcharge for the State Capitol building at 107 North Main Street for this period was \$37,920.70 for water service and \$71,531.06 for wastewater service for a total of \$109,451.76.

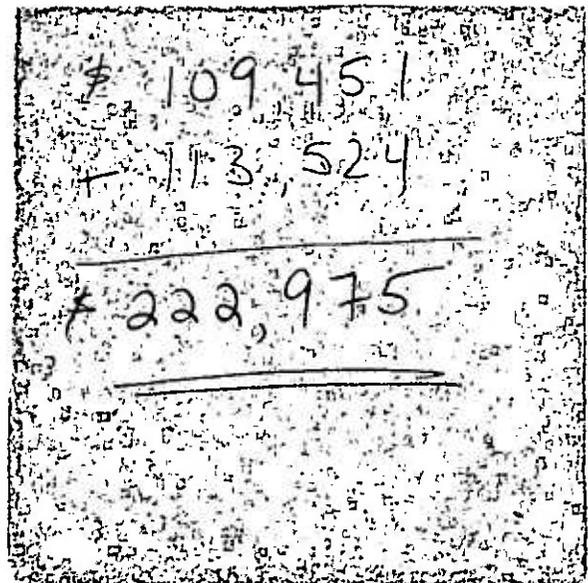
Check # 634811

The overcharge for the Legislative Office Building at 33 State Street for this period was \$39,571.16 for water service and \$73,953.09 for wastewater service for a total of \$113,524.25.

I have received the checks and can be contacted should there be any further questions.

Sincerely,

Corrine Lemay
Central Facilities Office Manager
Office: 603-271-1540
Corrine.M.Lemay@das.nh.gov

Adam Clark
Adm. Div. Manager

✓ Submitted

AR220 Date 01/31/24
Time 10:04

Company 10 STATE OF NH - GENERAL FUND
Cash Batch Report

USD

Page 1

Batch: 461042 Deposit Date: 01/31/24 Proc Level: 01400 Lock Box: Charges: Status: Unreleased
Cash Code: 0011 Posting Date: 01/31/24 Currency: USD Rate: 1.0000000 Reference:
Operator : NT00000812 User Name: Kristen.S.

Payment	Seq	Payment Amount	Ap Customer	Name/GL Account	MICR Number	RTM or TRN Reference
6347	1	14.67	810015654	AMERICAN LEGION - SAL		
21242	2	78.43	810015653	AMERICAN LEGION		
6346	3	51.79	810015654	AMERICAN LEGION - SAL		
21237	4	264.99	810015653	AMERICAN LEGION		
11621	5	315.58	810011468	AMERICAN LEGION - AUX		
5029324	6	21,070.80	810015588	HILLSBOROUGH COUNTY		
10096740	7	16,033.75	810015590	ROCKINGHAM COUNTY		
634810	8	109,451.76				
		109,451.76-	Co: 10	Acct: 00000014	402700	OVERCHARGE REFUND WASTEWATER
634811	9	113,524.25				
		113,524.25-	Co: 10	Acct: 00000014	402700	OVERCHARGE WASTEWATER SVCS
11430	10	210.00				
		210.00-	Co: 10	Acct: 20450000	500226	PEST END REFUND
				Activity: 14HLNCTY	J	Journal Book:
1007287191	11	74,952.02				
		74,952.02-	Co: 10	Acct: 13070000	407067	EMPOWER Q4 2023 CY PLAN EXPENS
122996	12	350.00	810015589	JAFFREY, TOWN OF		

Assigned Total:	38,180.01	Control Total/Count:	0.00	0
Unassigned Total:	0.00	Detail Total/Count:	336,318.04	12
Non-AR Total:	298,138.03			
Cancel Total:	0.00	Variance Total/Count:	336,318.04-	12-
Transfer Total:	0.00			

*** Report Completed ***