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# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street  
Concord, New Hampshire 03301  
(603) 271-3201 | [Office@das.nh.gov](mailto:Office@das.nh.gov)

Charles M. Arlinghaus  
Commissioner

Catherine A. Keane  
Deputy Commissioner

Sheri L. Rockburn  
Assistant Commissioner

February 6, 2025

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

## REQUESTED ACTION

Authorize the Department of Administrative Services, Division of Public Works Design and Construction (DPW) to accept and expend \$8,476.00 from Amica auto insurance received from a settlement for an auto loss incurred effective upon Governor and Council approval through June 30, 2025. **100% Other Funds.**

Funds are to be budgeted in FY2025 in the following account:  
01-14-14-141910-51410000 Public Works Design & Construction

| Class - Account | Description                    | FY25 Adjusted Authorized | Requested Action | FY25 Revised Adjusted Authorized |
|-----------------|--------------------------------|--------------------------|------------------|----------------------------------|
| 00S-00010       | General Funds                  | 2,710,753.04             | 0.00             | 2,710,753.04                     |
| 009-402065      | Agency Income                  | 844,410.00               | 0.00             | 844,410.00                       |
| 009-407085      | Miscellaneous Revenue          | 0.00                     | 8,476.00         | 8,476.00                         |
|                 | <b>TOTAL REVENUE</b>           | <b>3,555,163.04</b>      | <b>8,476.00</b>  | <b>3,563,639.04</b>              |
| 010-500100      | Personal Services Perm Class   | 1,508,710.00             |                  | 1,508,710.00                     |
| 011-500126      | Personal Services Unclassif    | 258,983.00               |                  | 258,983.00                       |
| 018-500106      | Overtime                       | 16,800.00                |                  | 16,800.00                        |
| 020-500200      | Current Expense                | 30,000.00                |                  | 30,000.00                        |
| 022-500255      | Rental/Lease - Office Equip    | 1,500.00                 |                  | 1,500.00                         |
| 027-502799      | Transfer to DOIT               | 275,629.77               |                  | 275,629.77                       |
| 030-500320      | Equipment New/Replacement      | 0.00                     | 8,476.00         | 8,476.00                         |
| 039-500180      | Telecommunications             | 17,300.00                |                  | 17,300.00                        |
| 042-500620      | Additional Fringe              | 23,229.67                |                  | 23,229.67                        |
| 049-500294      | Transfer to Other State Agency | 184,245.00               |                  | 184,245.00                       |

| <b>Class - Account</b> | <b>Description</b>          | <b>FY25 Adjusted Authorized</b> | <b>Requested Action</b> | <b>FY25 Revised Adjusted Authorized</b> |
|------------------------|-----------------------------|---------------------------------|-------------------------|---|
| 050-500109             | Personal Service Temp Appoi | 101,845.00                      |                         | 101,845.00                              |
| 059-500117             | Salary Temporary Employees  | 136,156.00                      |                         | 136,156.00                              |
| 060-500602             | Benefits                    | 984,284.00                      |                         | 984,284.00                              |
| 070-500706             | Travel (Other) (In-State)   | 10,000.00                       |                         | 10,000.00                               |
| 211-500757             | Insurance And Bond Premiums | 6,480.60                        |                         | 6,480.60                                |
|                        | <b>TOTAL EXPENSES</b>       | <b>3,555,163.04</b>             | <b>8,476.00</b>         | <b>3,563,639.04</b>                     |

**EXPLANATION**

This request is to accept and expend an insurance reimbursement check for the auto loss occurring on October 17, 2024 of a 2017 Ford Fusion vehicle. The fleet for the Division of Public Works Design and Construction is made up of five vehicles to be shared by project managers to visit their project sites. The division has lost two vehicles and is need of replacement. DPW has worked with State surplus, White Farm, under Procurement and identified a suitable replacement. The cash value given for the totaled 2017 Ford Fusion will be used for the DPW vehicle replacement.

Funds will be allocated as follows:

Class 030 – Equipment New/Replacement – Funds will be used for the replacement of a totaled vehicle.

Respectfully submitted,



Charles M. Arlinghaus,  
 Commissioner



Claims Processing - Amica Scan Center  
PO Box 9690  
Providence, RI 02940-9690

Toll Free: 1-800-59-AMICA  
(1-800-592-6422)  
Fax: 1-866-759-3140

January 9, 2025

NH Dept of Admin Serv  
25 Capitol St  
RM 418  
Concord, NH 03301

File Number: 60010381106  
Date of Loss: 10/17/2024

To Whom It May Concern:

Actual Cash Value: \$8,476.00  
Sales Tax: N/A  
Net Final Payment: \$8,476.00

Thank you for sending us your signed Title.

A payment has been issued in the amount of settlement for your auto loss as indicated in this letter.

Please call me with any questions.

Sincerely,

*Amanda D. Charbonneau*

Amanda D. Charbonneau  
Amica Mutual Insurance Company  
800-592-6422 x47040  
ACHARBONNEAU@AMICA.COM

**Amica Mutual Insurance Company**  
MAIL: P.O. BOX 6008 PROVIDENCE, R.I. 02940-6008

Southeastern Massachusetts Office  
TOLL FREE 1-800-592-6422

CHECK NUMBER: 1000090910  
CHECK AMOUNT: \$8,476.00

FILE NO: 60010381106  
POLICY NO: 95042820UQ

Property Damage

CLAIM HANDLER: Amanda D Charbonneau

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