



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street

Concord, New Hampshire 03301

(603) 271-3201 | Office@das.nh.gov

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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

May 27, 2025

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

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

REQUESTED ACTION

Pursuant to the provisions of RSA 9:16-a, I, authorize the Department of Administrative Services, Division of Plant and Property, to transfer among accounts within the Central Facilities Bureau, as outlined in the attached sheet, in the amount of \$365,200, for anticipated budget shortages in various operating expense classes for FY 2025 effective upon Fiscal Committee and Governor and Council approval through June 30, 2025. **Funding Source: 68% General Funds and 32% Transfers from Other Agencies.**

EXPLANATION

The Department of Administrative Services, Division of Plant and Property, (DAS), requests authorization to transfer funds in the amount of \$365,200 to cover shortfalls in multiple accounting units and classes throughout the Division through the end of the fiscal year.

DAS requests to transfer \$250,000 in general funds from various accounts to the Vacant Building account, to cover a greater number of unexpected moves and vacancies in its buildings this fiscal year than originally budgeted. The Vacant Building account, established to cover anticipated building vacancies, is projected to be short due to unanticipated moves in the Main Building (on the State Office Park South campus), vacant space in the newly acquired Granite Building, and moves in the Pillsbury Building. Although DAS budgeted rental income from agencies occupying its buildings, ongoing maintenance costs remain when agencies vacate or when DAS occupies space in a building. The availability of funds in the Manchester Property account is due to a delay in the property's transfer to DAS, for which maintenance responsibilities were budgeted in FY2025 based on HB49, Laws of 2023.

Therefore, the following adjustments are being requested:

- 01-014-014-141510-14400000, **Plant and Property Administration**
Class 050-500109, Part Time Salaries: \$48,000 is available due to a part time position vacancy.
- 01-014-014-141510-18750000, **State Energy Management**
Class 050-500109, Part Time Salaries: \$10,000 is available due to a part time position vacancy.

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- 01-014-014-141510-43540000, **Manchester Property**
Class 020-500200, Current Expenses: \$15,000 is available because the Property has not been transferred to DAS due to a delay in the construction of the replacement youth development center facility.

Class 048-500226, Contractual Maintenance Buildings and Grounds: \$155,600 is available because the Property has not been transferred to DAS due to a delay in the construction of the replacement youth development center facility.

Class 103-500740, Contracts for Operational Services: \$21,400 is available because the Property has not been transferred to DAS due to a delay in the construction of the replacement youth development center facility.
- 01-014-014-141510-43550000, **Vacant Buildings**
Class 029-500290, Intra-Agency Transfers: \$250,000 is projected to be needed due to unexpected building vacancies and moves in multiple state-owned buildings.

A transfer request for the Londergan Hall account was already approved by the Fiscal Committee on September 13, 2024, FIS # 24-304, for FY 2025. This additional transfer request is needed since the \$100,000 threshold for transfers has already been met this fiscal year.

- 01-014-014-141510-20950000, **Londergan Hall**
Transfer \$200 from Class 020-500200, Current Expenses to Class 039-500188, Telecommunication Expenses, to cover a projected shortfall.

An adjustment to the intra-agency transfer expense budget is requested for three State Office Park South campus buildings. Due to an incorrect initial estimate, the Health and Human Services Facilities account is projected to be short in Class 029, Intra-Agency Transfers, while the Dolloff and Main Building intra-agency transfer accounts have available funds. Previously, these expenses were budgeted under a single Bureau of Facilities and Asset Management account. However, for FY 2024 and 2025, the account was divided into the three accounts listed below, and the actual distribution of expenses has differed from the original building-specific estimates.

- 01-014-014-141510-16300000, **Health and Human Services Facilities**
Class 029-500290, Intra-Agency Transfers: \$115,000 is projected to be needed to transfer to the Central Facilities Expense account.

Class 050-500109, Part Time Salaries: \$20,000 is available due to vacant part-time positions.
- 01-014-014-141510-16310000, **Dolloff**
Class 029-500290, Intra-Agency Transfers: \$25,000 is available to transfer to account 16300000.
- 01-014-014-141510-16320000, **Main Building**
Class 029-500290, Intra-Agency Transfers: \$70,000 is available to transfer to account 16300000.

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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 state-owned buildings.
- 2) *Is this transfer required to maintain existing program level or will it increase the program level?* This transfer maintains 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.*

Accounting Unit	Accounting Unit Description	Source of Funds
14400000	Plant and Property Administration	100% General Funds
18750000	State Energy Management	100% General Funds
43540000	Manchester Property	100% General Funds
43550000	Vacant Buildings	100% General Funds
16300000	Health & Human Services	100% Transfers from Other Agencies
16310000	Dolloff	100% Transfers from Other Agencies
16320000	Main Building	100% Transfers from Other Agencies
20950000	Londergan Hall	100% Transfers from Other Agencies

- 5) *Will there be any effect on revenue if this transfer is approved or disapproved?* No.
- 6) *Are funds expected to lapse if this transfer is not approved?* Yes.
- 7) *Are personnel services involved?* No

I respectfully recommend the approval of this item.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner

Company	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Requested Action	Revised Adj Authorized
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	010	PERSONAL SERVICES PERM CLAS	174,412		174,412
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	011	PERSONAL SERVICES UNCLASSIF	220,548		220,548
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	020	CURRENT EXPENSES	11,184		11,184
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	027	TRANSFERS TO DOIT	708,761		708,761
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	038	TECHNOLOGY-SOFTWARE	9,685		9,685
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	039	TELECOMMUNICATIONS	6,204		6,204
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	050-500109	PERSONAL SERVICE TEMP APPOI	65,616	(48,000)	17,616
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	060	BENEFITS	179,593		179,593
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	070	IN STATE TRAVEL REIMBURSEME	3,000		3,000
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	080	OUT OF STATE TRAVEL REIMB	1,501		1,501
0010		14400000	Total		Total Appropriation	1,380,504	(48,000)	1,332,504
0010	1415	14400000	PLANT - PROPERTY ADMINISTRATN	000010	General Funds	1,380,504	(48,000)	1,332,504
					Total Revenues	1,380,504	(48,000)	1,332,504
0010	1415	16300000	HEALTH & HUMAN SVCS FACILITIE	018	OVERTIME	-		-
0010	1415	16300000	HEALTH & HUMAN SVCS FACILITIE	020	CURRENT EXPENSES	135,457		135,457
0010	1415	16300000	HEALTH & HUMAN SVCS FACILITIE	023	HEAT ELECTRICITY WATER	1,245,640		1,245,640
0010	1415	16300000	HEALTH & HUMAN SVCS FACILITIE	029-500290	INTRA-AGENCY TRANSFERS	918,228	115,000	1,033,228
0010	1415	16300000	HEALTH & HUMAN SVCS FACILITIE	039	TELECOMMUNICATIONS	8,808		8,808
0010	1415	16300000	HEALTH & HUMAN SVCS FACILITIE	047	OWN FORCES MAINT BUILD-GRN	18,686		18,686
0010	1415	16300000	HEALTH & HUMAN SVCS FACILITIE	048	CONTRACTUAL MAINT BUILD-GRN	581,754		581,754
0010	1415	16300000	HEALTH & HUMAN SVCS FACILITIE	050-500109	PERSONAL SERVICE TEMP APPOI	307,898	(20,000)	287,898
0010	1415	16300000	HEALTH & HUMAN SVCS FACILITIE	060	BENEFITS	42,552		42,552
0010	1415	16300000	HEALTH & HUMAN SVCS FACILITIE	103	CONTRACTS FOR OP SERVICES	30,926		30,926
0010		16300000	Total		Total Appropriation	3,289,949	95,000	3,384,949
0010	1415	16300000	HEALTH & HUMAN SVCS FACILITIE	001-482895-69	TRANSFERS FROM OTHER AGENCY	3,289,949	95,000	3,384,949
					Total Revenues	3,289,949	95,000	3,384,949
0010	1415	16310000	DOLLOFF	020	CURRENT EXPENSES	37,260		37,260
0010	1415	16310000	DOLLOFF	023	HEAT ELECTRICITY WATER	83,978		83,978
0010	1415	16310000	DOLLOFF	029-500290	INTRA-AGENCY TRANSFERS	233,655	(25,000)	208,655
0010	1415	16310000	DOLLOFF	039	TELECOMMUNICATIONS	901		901
0010	1415	16310000	DOLLOFF	047	OWN FORCES MAINT BUILD-GRN	5,821		5,821
0010	1415	16310000	DOLLOFF	048	CONTRACTUAL MAINT BUILD-GRN	94,448		94,448
0010	1415	16310000	DOLLOFF	050	PERSONAL SERVICE TEMP APPOI	49,432		49,432
0010	1415	16310000	DOLLOFF	060	BENEFITS	4,154		4,154
0010	1415	16310000	DOLLOFF	103	CONTRACTS FOR OP SERVICES	3,500		3,500
0010		16310000	Total		Total Appropriation	513,149	(25,000)	488,149
0010	1415	16310000	DOLLOFF	001-482895-69	TRANSFERS FROM OTHER AGENCY	513,149	(25,000)	488,149
					Total Revenues	513,149	(25,000)	488,149

Company	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Requested Action	Revised Adj Authorized
0010	1415	16320000	MAIN BUILDING	018	OVERTIME	22,248		22,248
0010	1415	16320000	MAIN BUILDING	020	CURRENT EXPENSES	69,983		69,983
0010	1415	16320000	MAIN BUILDING	023	HEAT ELECTRICITY WATER	1,278,304		1,278,304
0010	1415	16320000	MAIN BUILDING	029-500290	INTRA-AGENCY TRANSFERS	1,010,881	(70,000)	940,881
0010	1415	16320000	MAIN BUILDING	039	TELECOMMUNICATIONS	3,518		3,518
0010	1415	16320000	MAIN BUILDING	047	OWN FORCES MAINT BUILD-GRN	17,620		17,620
0010	1415	16320000	MAIN BUILDING	048	CONTRACTUAL MAINT BUILD-GRN	316,227		316,227
0010	1415	16320000	MAIN BUILDING	050	PERSONAL SERVICE TEMP APPOI	153,735		153,735
0010	1415	16320000	MAIN BUILDING	060	BENEFITS	16,907		16,907
0010	1415	16320000	MAIN BUILDING	103	CONTRACTS FOR OP SERVICES	3,089		3,089
0010		16320000	Total		Total Appropriation	2,892,513	(70,000)	2,822,513
0010	1415	16320000	MAIN BUILDING	001-482895-69	TRANSFERS FROM OTHER AGENCY	2,892,513	(70,000)	2,822,513
					Total Revenues	2,892,513	(70,000)	2,822,513
0010	1415	18750000	STATE ENERGY MANAGEMENT	010	PERSONAL SERVICES PERM CLAS	93,691		93,691
0010	1415	18750000	STATE ENERGY MANAGEMENT	020	CURRENT EXPENSES	333		333
0010	1415	18750000	STATE ENERGY MANAGEMENT	026	ORGANIZATIONAL DUES	1		1
0010	1415	18750000	STATE ENERGY MANAGEMENT	038	TECHNOLOGY-SOFTWARE	500		500
0010	1415	18750000	STATE ENERGY MANAGEMENT	039	TELECOMMUNICATIONS	1,146		1,146
0010	1415	18750000	STATE ENERGY MANAGEMENT	048	CONTRACTUAL MAINT BUILD-GRN	474,275		474,275
0010	1415	18750000	STATE ENERGY MANAGEMENT	050-500109	PERSONAL SERVICE TEMP APPOI	73,393	(10,000)	63,393
0010	1415	18750000	STATE ENERGY MANAGEMENT	060	BENEFITS	82,257		82,257
0010	1415	18750000	STATE ENERGY MANAGEMENT	066	EMPLOYEE TRAINING	1		1
0010	1415	18750000	STATE ENERGY MANAGEMENT	069	PROMOTIONAL MARKETING EXP	1		1
0010	1415	18750000	STATE ENERGY MANAGEMENT	070	IN STATE TRAVEL REIMBURSEM	1,300		1,300
0010	1415	18750000	STATE ENERGY MANAGEMENT	080	OUT OF STATE TRAVEL REIMB	1		1
0010	1415	18750000	STATE ENERGY MANAGEMENT	103	CONTRACTS FOR OP SERVICES	1		1
0010		18750000	Total		Total Appropriation	726,900	(10,000)	716,900
0010	1415	18750000	STATE ENERGY MANAGEMENT	00D	FED REV XFERS FR OTH AGENC	474,274		474,274
0010	1415	18750000	STATE ENERGY MANAGEMENT	000010	General Funds	252,626	(10,000)	242,626
					Total Revenues	726,900	(10,000)	716,900

Company	Bur/Div	Acct Unit	Description	Class	Class Description	Current Adj Authorized	Requested Action	Revised Adj Authorized
0010	1415	20950000	LONDERGAN HALL	010	PERSONAL SERVICES PERM CLAS	34,943		34,943
0010	1415	20950000	LONDERGAN HALL	020-500200	CURRENT EXPENSES	15,888	(200)	15,688
0010	1415	20950000	LONDERGAN HALL	023	HEAT ELECTRICITY WATER	222,005		222,005
0010	1415	20950000	LONDERGAN HALL	029	INTRA-AGENCY TRANSFERS	65,089		65,089
0010	1415	20950000	LONDERGAN HALL	039-500188	TELECOMMUNICATIONS	503	200	703
0010	1415	20950000	LONDERGAN HALL	047	OWN FORCES MAINT BUILD-GRN	4,794		4,794
0010	1415	20950000	LONDERGAN HALL	048	CONTRACTUAL MAINT BUILD-GRN	76,322		76,322
0010	1415	20950000	LONDERGAN HALL	050	PERSONAL SERVICE TEMP APPOI	42,362		42,362
0010	1415	20950000	LONDERGAN HALL	060	BENEFITS	59,457		59,457
0010	1415	20950000	LONDERGAN HALL	103	CONTRACTS FOR OP SERVICES	16,573		16,573
0010	1415	20950000	LONDERGAN HALL	200	BUILDING USE ALLOWANCE	23,801		23,801
0010		20950000	Total		Total Appropriation	561,737		561,737
0010	1415	20950000	LONDERGAN HALL	004-482814	INTRA AGENCY TRANSFERS	561,737		561,737
					Total Revenues	561,737		561,737
0010	1415	43540000	MANCHESTER PROPERTY	020-500200	CURRENT EXPENSES	15,000	(15,000)	-
0010	1415	43540000	MANCHESTER PROPERTY	022	RENTS-LEASES OTHER THAN STA	1		1
0010	1415	43540000	MANCHESTER PROPERTY	023	HEAT ELECTRICITY WATER	263,989		263,989
0010	1415	43540000	MANCHESTER PROPERTY	030	EQUIPMENT NEW REPLACEMENT	20,000		20,000
0010	1415	43540000	MANCHESTER PROPERTY	039	TELECOMMUNICATIONS	2,071		2,071
0010	1415	43540000	MANCHESTER PROPERTY	047	OWN FORCES MAINT BUILD-GRN	5,000		5,000
0010	1415	43540000	MANCHESTER PROPERTY	048-500226	CONTRACTUAL MAINT BUILD-GRN	155,600	(155,600)	-
0010	1415	43540000	MANCHESTER PROPERTY	050	PERSONAL SERVICE TEMP APPOI	53,440		53,440
0010	1415	43540000	MANCHESTER PROPERTY	060	BENEFITS	4,200		4,200
0010	1415	43540000	MANCHESTER PROPERTY	070	IN STATE TRAVEL REIMBURSEME	1,000		1,000
0010	1415	43540000	MANCHESTER PROPERTY	103-500740	CONTRACTS FOR OP SERVICES	55,000	(21,400)	33,600
0010		43540000	Total		Total Appropriation	575,301	(192,000)	383,301
0010	1415	43540000	MANCHESTER PROPERTY	000010	General Funds	575,301	(192,000)	383,301
					Total Revenues	575,301	(192,000)	383,301
0010	1415	43550000	VACANT BUILDINGS	029-500290	INTRA-AGENCY TRANSFERS	680,972	250,000	930,972
0010		43550000	Total		Total Appropriation	680,972	250,000	930,972
0010	1415	43550000	VACANT BUILDINGS	000010	General Funds	680,972	250,000	930,972
					Total Revenues	680,972	250,000	930,972