



September 28, 2026

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

REQUESTED ACTION

Pursuant to RSA 12-O:3, the New Hampshire Department of Business and Economic Affairs (Department) requests to make the following adjustments to transfer classified positions and associated funding as indicated in the following tables to improve and make more economical the administration of the department, effective upon Governor and Council approval through June 30, 2027.

EXPLANATION

Under RSA 12-O:3 General Provisions, the Department has been given the following authority.

- I. Upon the recommendation of the commissioner after consultation with division directors concerned and the council of partner agencies established in RSA 12-O:7, the governor and council are authorized to approve revisions in internal administrative departmental organization as the governor and council find from time to time may improve or make more economical the administration of the department.
- II. With the approval of the governor and council and of the director of personnel, the commissioner of business and economic affairs is authorized to transfer classified personnel, appropriations or portions thereof relating thereto as well as necessary equipment, within any division or between divisions of the department.

Following the appointment of the current Commissioner, the Department undertook a comprehensive review of its organizational structure and operations. The review included but was not limited to consideration of the Commission on Government Efficiency (COGE) report, discussions and interviews with Department staff, legislative input and suggestions, and an assessment of the Department's programs, functions, and administrative support needs. This review identified opportunities to better align personnel and resources with program functions, improve coordination among divisions, and strengthen the Department's ability to efficiently support businesses and economic development throughout New Hampshire.

Based on this review, the Department is requesting the organizational adjustments identified in the tables below. The proposed changes are administrative in nature and are intended to improve organizational alignment, program administration, operational efficiency, and collaboration among Department functions. The changes do not increase the Department's overall appropriation and do not constitute major policy changes requiring legislative action.

Specifically, the proposed adjustments include:

- The transfer of one position (18114) and associated expenses from accounting unit 1448 to accounting unit 2013;
- The transfer of one position from accounting unit 1450 to accounting unit 2013; and
- The transfer of two positions from accounting unit 6390 to accounting unit 1448.

These changes will align positions and related resources with the functions and programs they support, reduce administrative duplication, improve coordination and accountability, and provide greater flexibility in managing the Department's business and economic development activities.

The proposed reorganization is consistent with the authority provided to the Commissioner under RSA 12-O:3 and reflects the Legislature's recognition that the Department must have the flexibility to periodically adjust its internal organization as program responsibilities, operational needs, and economic development priorities evolve.

Approval of these adjustments will allow the Department to more effectively utilize existing personnel and resources, improve program administration, and enhance the delivery of services to New Hampshire businesses, communities, and other stakeholders, while maintaining the Department's existing appropriation and overall statutory mission.

03-22-022-220510-14500000 – Procurement & Govt Contracts

Class	Description	FY27 Current Adjusted Authorized	Requested Action	Revised FY27 Adjusted Authorized
00S - 000010	GENERAL FUNDS	\$ 311,525	\$ (24,149)	\$ 287,376
000 - 404760	FEDERAL FUNDS	\$ 543,598	\$ -	\$ 543,598
Total Revenue		\$ 855,123	\$ (24,149)	\$ 830,974
010 - 500100	PERSONAL SERVICES PERM CLASSIFIED	\$ 318,093	\$ (13,545)	\$ 304,548
011 - 500126	PERSONAL SERVICES UNCLASSIFIED	\$ -	\$ -	\$ -
020 - 500200	CURRENT EXPENSES	\$ 10,641	\$ -	\$ 10,641
022 - 500248	RENTS-LEASES OTHER THAN STATE	\$ 21,500	\$ -	\$ 21,500
026 - 500251	ORGANIZATIONAL DUES	\$ 4,159	\$ -	\$ 4,159
027 - 582703	TRANSFERS TO DOIT	\$ 22,424	\$ -	\$ 22,424
030 - 500301	EQUIPMENT NEW REPLACEMENT	\$ 3,859	\$ -	\$ 3,859
038 - 500175	TECHNOLOGY-SOFTWARE	\$ 6,312	\$ -	\$ 6,312
039 - 500188	TELECOMMUNICATIONS	\$ 4,590	\$ -	\$ 4,590
040 - 500801	INDIRECT COSTS	\$ 77,715	\$ -	\$ 77,715
041 - 501587	AUDIT FUND SET ASIDE	\$ 946	\$ -	\$ 946
042 - 500620	ADDITIONAL FRINGE BENEFITS	\$ 32,456	\$ -	\$ 32,456
050 - 500109	PERSONAL SERVICE TEMP	\$ 81,710	\$ -	\$ 81,710
060 - 500601	BENEFITS	\$ 217,480	\$ (10,604)	\$ 206,876
069 - 500567	PROMOTIONAL MARKETING EXP	\$ -	\$ -	\$ -
070 - 500704	IN STATE TRAVEL REIMBURSEMENT	\$ 2,200	\$ -	\$ 2,200
080 - 500717	OUT OF STATE TRAVEL REIMB	\$ 39,647	\$ -	\$ 39,647
102 - 500731	CONTRACTS FOR PROGRAM SERV	\$ 11,391	\$ -	\$ 11,391
Total Expenditures		\$ 855,123	\$ (24,149)	\$ 830,974

The Department is transferring Salary and Benefits for position 42048 from 1450000 to 2013000. 100% General Funds.

03-22-022-221510-63900000 – Housing Champions

Class	Description	FY27 Current Adjusted Authorized	Requested Action	Revised FY27 Adjusted Authorized
00S - 000010	GENERAL FUNDS	\$ 2,673,902	\$ (207,260)	\$ 2,466,642
Total Revenue		\$ 2,673,902	\$ (207,260)	\$ 2,466,642
010 - 500100	PERSONAL SERVICES PERM CLASSIFIED	\$ 201,404	\$ (127,791)	\$ 73,613
020 - 500200	CURRENT EXPENSES	\$ 850	\$ (550)	\$ 300
022 - 500248	RENTS-LEASES OTHER THAN STATE	\$ 4,573	\$ -	\$ 4,573
039 - 500188	TELECOMMUNICATIONS	\$ 1,025	\$ -	\$ 1,025
060 - 500601	BENEFITS	\$ 109,645	\$ (78,919)	\$ 30,726
070 - 500704	IN STATE TRAVEL REIMBURSEMENT	\$ 157	\$ -	\$ 157
075 - 500590	GRANTS SUBSIDIES AND RELIEF	\$ 2,356,248	\$ -	\$ 2,356,248
Total Expenditures		\$ 2,673,902	\$ (207,260)	\$ 2,466,642

The Department is transferring Salary and Benefits, and related expenses for position 45064 and 45065 from 63900000 to 14480000. 100% General Funds.

03-22-022-220510-14480000 – Economic Development

Class	Description	FY27 Current Adjusted Authorized	Requested Action	Revised FY27 Adjusted Authorized
00S - 000010	GENERAL FUNDS	\$ 1,785,852	\$ 60,396	\$ 1,846,248
004 - 408189	INTRA AGENCY TRANSFERS	\$ 76,545	\$ -	\$ 76,545
Total Revenue		\$ 1,862,397	\$ 60,396	\$ 1,922,793
010 - 500100	PERSONAL SERVICES PERM CLASSIFIED	\$ 938,807	\$ 17,035	\$ 955,842
011 - 500126	PERSONAL SERVICES UNCLASSIFIED	\$ 124,176	\$ -	\$ 124,176
020 - 500200	CURRENT EXPENSES	\$ 8,700	\$ 550	\$ 9,250
022 - 500248	RENTS-LEASES OTHER THAN STATE	\$ 46,097	\$ -	\$ 46,097
026 - 500251	ORGANIZATIONAL DUES	\$ 92,500	\$ -	\$ 92,500
030 - 500301	EQUIPMENT NEW REPLACEMENT	\$ 49,599	\$ -	\$ 49,599
042 - 500620	ADDITIONAL FRINGE BENEFITS	\$ 1,663	\$ -	\$ 1,663
060 - 500601	BENEFITS	\$ 460,612	\$ 42,811	\$ 503,423
069 - 500567	PROMOTIONAL MARKETING EXP	\$ 57,993	\$ -	\$ 57,993
070 - 500704	IN STATE TRAVEL REIMBURSEMENT	\$ 17,500	\$ -	\$ 17,500
080 - 500717	OUT OF STATE TRAVEL REIMB	\$ 14,750	\$ -	\$ 14,750
102 - 500731	CONTRACTS FOR PROGRAM SERV	\$ 50,000	\$ -	\$ 50,000
Total Expenditures		\$ 1,862,397	\$ 60,396	\$ 1,922,793

The Department is transferring Salary and Benefits for position 18114 from 14480000 to 20130000 and transferring Salary and Benefits, and related expenses for positions 45064 and 45065 from 63900000 to 1448000. 100% General Funds.

03-22-022-221010-20130000 – Division of Travel - Tourism

Class	Description	FY27 Current Adjusted Authorized	Requested Action	Revised FY27 Adjusted Authorized
00S - 000010	GENERAL FUNDS	\$ 7,534,771	\$ 171,013	\$ 7,705,784
Total Revenue		\$ 7,534,771	\$ 171,013	\$ 7,705,784
010 - 500100	PERSONAL SERVICES PERM CLASSIFIED	\$ 621,664	\$ 124,301	\$ 745,965
011 - 500126	PERSONAL SERVICES UNCLASSIFIED	\$ 124,176	\$ -	\$ 124,176
020 - 500200	CURRENT EXPENSES	\$ 27,621	\$ -	\$ 27,621
022 - 500248	RENTS-LEASES OTHER THAN STATE	\$ 32,383	\$ -	\$ 32,383
026 - 500251	ORGANIZATIONAL DUES	\$ 15,500	\$ -	\$ 15,500
030 - 500301	EQUIPMENT NEW REPLACEMENT	\$ 46,699	\$ -	\$ 46,699
037 - 500317	TECHNOLOGY-HARDWARE	\$ 1,000	\$ -	\$ 1,000
038 - 500175	TECHNOLOGY-SOFTWARE	\$ 100	\$ -	\$ 100
039 - 500188	TELECOMMUNICATIONS	\$ 22,000	\$ -	\$ 22,000
060 - 500601	BENEFITS	\$ 489,473	\$ 46,712	\$ 536,185
069 - 500567	PROMOTIONAL MARKETING EXP	\$ 3,928,571	\$ -	\$ 3,928,571
070 - 500704	IN STATE TRAVEL REIMBURSEMENT	\$ 4,700	\$ -	\$ 4,700
075 - 500590	GRANTS SUBSIDIES AND RELIEF	\$ 2,200,884	\$ -	\$ 2,200,884
080 - 500717	OUT OF STATE TRAVEL REIMB	\$ 20,000	\$ -	\$ 20,000
Total Expenditures		\$ 7,534,771	\$ 171,013	\$ 7,705,784

The Department is transferring Salary and Benefits for position 18114 from 14480000 to 20130000 and position 42048 from 14500000 to 20130000. 100% General Funds.

The Department of Administrative Services, Division of Personnel has reviewed and approved this request.

Your consideration of this request is appreciated.

Respectfully submitted,



Lucy Lange
Commissioner