

MICHAEL W. KANE, MPA
Legislative Budget Assistant
(603) 271-3161

CHRISTOPHER M. SHEA, MPA
Deputy Legislative Budget Assistant
(603) 271-3161

State of New Hampshire

OFFICE OF LEGISLATIVE BUDGET ASSISTANT
State House, Room 102
Concord, New Hampshire 03301

STEPHEN C. SMITH, CPA
Director, Audit Division
(603) 271-2785

June 7, 2016

To the Members of the Capital Budget
Overview Committee

The Capital Budget Overview Committee, as established by RSA 17-J, of which you are a member, will hold a regular business meeting on **Tuesday, June 14, 2016, at 10:30 a.m.** in Room 201 of the Legislative Office Building.

Please find attached information to be discussed at this meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael W. Kane".

Michael W. Kane
Legislative Budget Assistant

MWK/pe
Attachments

CAPITAL BUDGET OVERVIEW COMMITTEE
AGENDA

Tuesday, June 14, 2016 at 10:30 a.m. in Room 201 of the Legislative Office Building

(1) **Acceptance of Minutes** of the May 10, 2016 meeting

(2) **Old Business:**

(3) **New Business:**

(4) **Miscellaneous:**

(5) **Informational:**

CAP 16-025 Department of Transportation – Chapter 275, Laws of 2015, 04-96-96-960515-30050000-030 footnote – Department’s Monthly Equipment Acquisition Plan status report for the period ending April 30, 2016

CAP 16-026 New Hampshire Housing Finance Authority – Chapter 220:20, III, Laws of 2015 – 2016-2017 Affordable Housing Fund Quarterly Report, dated May 16, 2016

CAP 16-027 Department of Administrative Services – Administrative Services Public Works Design and Construction’s Capital Budget and Maintenance Projects Monthly Report, April 2016

(6) **Date of Next Meeting and Adjournment:**

CAPITAL BUDGET OVERVIEW COMMITTEE

MINUTES

May 10, 2016

The Capital Budget Overview Committee met on Tuesday, May 10, 2016 at 10:30 a.m. in Room 201 of the Legislative Office Building.

The following members were in attendance:

Representative Gene Chandler, Chairman
Representative Frank Byron
Representative John Cloutier, Clerk
Representative David Danielson
Representative Mark McConkey
Representative Marjorie Smith (Alternate)
Senator David Boutin
Senator Lou D'Allesandro
Senator Gary Daniels, Vice Chairman
Senator Nancy Stiles

Representative Chandler called the meeting to order at 10:29 a.m.

ACCEPTANCE OF MINUTES:

On a motion by Representative Danielson, seconded by Senator Stiles, that the minutes of the March 30, 2016 meeting be accepted as written. MOTION ADOPTED.

NEW BUSINESS:

RSA 9:26-a, PROHIBITED CHANGES:

CAP 16-020 New Hampshire Liquor Commission – Craig Bulkley, Chief Operating Officer, New Hampshire Liquor Commission, and Denis Goulet, Commissioner, Department of Information Technology, presented the request and responded to questions of the Committee.

On a motion by Senator D'Allesandro, seconded by Senator Boutin, that the Committee approve the request of the New Hampshire Liquor Commission to change the plan for utilization of funds appropriated for the Computer Software-Credit Card (Chapter 195:1, XII. G, Laws of 2013) capital fund for up to the amount of \$1,000,000 to hire professional consulting services to provide independent project oversight and project management to assist in implementing the new point-of-sale (POS) system, as specified in the request dated April 11, 2016. MOTION ADOPTED.

The Committee requested the N.H. Liquor Commission submit a quarterly progress report on the implementation of the new Point-of-Sale (POS) System.

RSA 12-A:29-b CANNON MOUNTAIN ADVISORY COMMISSION:

CAP 16-024 Department of Resources and Economic Development – Jeffery Rose, Commissioner, Department of Resources and Economic Development, responded to questions of the Committee.

On a motion by Senator D'Allesandro, seconded by Senator Boutin, that the Committee approve the request of the Department of Resources and Economic Development for approval of the recommendation of the Cannon Mountain Advisory Commission to implement the Cannon Mountain Aerial Tramway and Ski Area capital improvement projects to be funded in the amount of \$350,000 by the Cannon Mountain Capital Improvement Fund, as specified in the request dated May 2, 2016. MOTION ADOPTED.

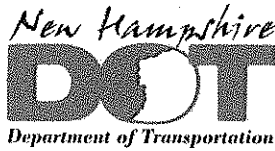
INFORMATIONAL:

The informational items were accepted and placed on file.

DATE OF NEXT MEETING AND ADJOURNMENT:

The next regular meeting of the Capital Budget Overview Committee was set for Tuesday, June 14, 2016 at 10:30 a.m. (Whereupon the meeting adjourned at 10:53 a.m.)

Representative John Cloutier, Clerk



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

Bureau of Mechanical Services
May 2, 2016

The Honorable Gene G. Chandler, Chairman
Capital Budget Overview Committee
State House
Concord, New Hampshire 03301

INFORMATIONAL ITEM

In accordance with Chapter 275, Laws of 2015, 04-96-96-960515-30050000-030 footnote, attached is the Department's Monthly Equipment Acquisition Plan status report for the period ending April 30, 2016, which is submitted for review by the Capital Budget Overview Committee.

EXPLANATION

Chapter 275, Laws of 2015, 04-96-96-960515-30050000-030 footnote reads as follows: "This appropriation shall not be expended, encumbered or obligated in any way until such time as the Department of Transportation has developed an acquisition plan and received the approval of such plan from both the Capital Budget Overview Committee and the Governor and Council. The Department of Transportation shall submit monthly a status report of the plan to the Capital Budget Overview Committee and the Governor and Council for review both during and between legislative sessions." Attachment 1 provides the status for fleet units purchased under Chapter 275, laws of 2015.

Chapter 220, Laws of 2015 (HB25), 04-096-096-960030-82930000-034 footnote reads as follows: "The sums appropriated in subparagraph H shall be used to purchase equipment with a useful life of 10 years or greater and shall not be used by the Department, Division of Operations, Mechanical Services Bureau, to purchase passenger cars or ½ ton or ¾ ton pickup trucks." Attachment 2 provides the status for fleet units purchased under Chapter 220, Laws of 2015. Although not specifically required by statute, the Department intends to report these expenditures to add to our transparency and provide consistency in our acquisition process.

Sincerely,

Victoria F. Sheehan
Commissioner

**State of New Hampshire
Department of Transportation
Bureau of Mechanical Services**

**Equipment Acquisition Plan Status Report
Fiscal Year 2016**

April 2016

Prepared by:
William J. Dusavitch
Administrator

Submitted by:
Victoria F. Sheehan
Commissioner

Department of Transportation - Bureau of Mechanical Services

Equipment Acquisition Plan Status Report

Fleet Purchasing Process

Chapter 275 Laws of 2015, 04-96-96-960515-30050000-030, footnote requires the Department to develop an Equipment Acquisition Plan and receive approval from both the Capital Budget Overview Committee and the Governor and Council before purchasing any new or replacement equipment. This Chapter also requires NHDOT, Bureau of Mechanical Services to submit a monthly status report of the plan to the Capital Budget Overview Committee and the Governor and Council. This document serves as the **April 2016**, Status Report.

The Department purchases replacement equipment and vehicles in five distinct and separate phases throughout a given fiscal year:

Phase I - Approval Process: The Department reviews the fleet to prioritize replacement needs considering equipment condition, age, and usage. Based on the needs identified and the available budget, the Department identifies the pieces to be replaced and prepares the Equipment Acquisition Plan. The Department then submits the plan to the Capital Budget Overview Committee and the Governor and Council for approval prior to expending Class 30 – Equipment New/Replacement funding as appropriated.

Phase II - Bid & Award: Once the Acquisition Plan is approved the Department works with Administrative Services to prepare a bid package that includes equipment and vehicle specifications and options. When the documents are complete Administrative Services advertises and receives bids, determines the low bidder and executes a notice of contract.

Phase III - Financial Evaluation: The Department compares the contract costs to the estimated costs. Minor quantity adjustments may be made to adjust for actual vs. estimated costs, equipment failure or other factors.

Phase IV – Purchasing: Purchasing is initiated based on the financial evaluation. Priority is given to purchasing the major units and equipment. Remaining funds may be used to purchase necessary miscellaneous shop equipment.

Phase V - Reporting: The Department submits this monthly status report to both the Capital Budget Overview Committee and the Governor and Council. The Attachment to this report shows items to be purchased, planned quantity, planned cost and the planned total that were shown and approved in the Equipment Acquisition Plan. The attachment also shows the actual purchased quantity, the actual bid price, the actual total cost and the date purchased.

Amendments: Based on actual expenditures and available funding mechanisms, any significant change to the approved plan will be submitted as an amendment to be approved by the Capital Budget Overview Committee and Governor and Council.

**Bureau of Mechanical Services
Fiscal Year 2016 Equipment Acquisition Status Report - Chapter 275
April 2016**

Attachment 1 - Revised 05/02/2016	Plan as approved by CBOC and G&C			Actual Purchase Information adjusted based on Bids				
ITEM	Planned Quantity	Planned Unit Cost	Planned Total	Purchased Quantity	Bid Price Including Options	Total Cost	Date Purchased	Notes
LDT1- Light Duty Trucks	16							
1/2 Ton Reg Cab Pickups	6	\$19,000	\$114,000	6	\$18,468	\$110,808	10/30/2015	
w/ Orange Paint	6	\$19,000	\$114,000	3	\$18,468	\$55,404	3/23/2016	D
1/2 Ton Reg Cab Pickups	6	\$19,000	\$114,000	6	\$18,955	\$113,730	10/30/2015	
				1	\$18,955	\$18,955	3/23/2016	D
	4	\$19,000	\$76,000	4	\$18,468	\$73,872	3/23/2016	D
LDT2 - Light Duty Trucks	42							
1 Ton Ex-cab 4x4 Pickup w/ Plow	1	\$50,000	\$50,000					
3/4 Ton Ex-cab Pickups	41	\$25,500	\$1,045,500	41	\$24,668	\$1,011,388	10/29/2015	
PASSAUTO - Passenger Autos	29	\$18,000	\$522,000					
Compact Sedan				2	\$15,646	\$31,292	1/21/2016	
				5	\$15,646	\$78,230	4/11/2016	D
Compact Hatchback				27	\$16,086	\$434,322	1/21/2016	
				2	\$16,086	\$32,172	4/11/2016	D
Fleet Software								
6 - Wheeler Software	1	\$47,250	\$47,250	1	\$13,298	\$13,298	2/26/2016	
10 - Wheeler Software	1	\$26,850	\$26,850	1	\$11,680	\$11,680	2/10/2016	
Miscellaneous Fleet Repair Equipment		\$4,400	\$4,400					
Air Compressor				1		\$2,159	1/7/2016	C
Scale				1		\$3,680	3/22/2016	C
Brake Dies				1		\$3,700	3/28/2016	C
6" Milling Machine				1		\$409	3/22/2016	C
Battery Charger				1		\$374	3/10/2016	C
3/4" air gun				1		\$474	3/8/2016	C
Fuel pump test kit				1		\$575	3/17/2016	C
Heavy truck ramps				1		\$689	4/1/2016	C
Service truck tool box				1		\$496	4/1/2016	C
Generic Code reader				1		\$500	4/1/2016	C
Video Scope				1		\$1,413	3/18/2016	C
1/2" air drill				1		\$274	4/1/2016	C
Total:			\$2,000,000			\$1,999,895		

Budget

Class 30 Appropriation	\$2,000,000
Total Expenditures to Date	\$1,999,895
Available Balance	\$105

- A = Requisitions have been processed
- B = Bids have been received
- C = No bids required, straight purchase
- D = Quantity adjusted (Continuous Resolution)

Bold indicates current Month's Reporting

**Bureau of Mechanical Services
Fiscal Year 2016 Equipment Acquisition Status Report - Chapter 220 (HB25-Bonded)
April 2016**

ITEM	Plan as reviewed by CBOC and G&C			Actual Purchase Information adjusted based on Bids				Notes
	Planned Quantity	Planned Unit Cost	Planned Total	Purchased Quantity	Bid Price Including Options	Total Cost	Date Purchased	
EHD - Extra Heavy Duty Trucks - 10 Wheelers								
Plow Truck	4	\$166,000	\$664,000					
Cab & Chassis	4	\$126,500	\$506,000	4	\$124,637	\$498,548	1/29/2016	
10/12 C.Y. Dump Bodies***	4	\$15,000	\$60,000	4	\$14,432	\$57,728	3/1/2016	
Hydraulic Systems - Single Wing *		\$16,500		2	\$15,379	\$30,758	4/6/2016	
Hydraulic Systems - Double Wing *	4	\$23,500	\$94,000	1	\$21,413	\$21,413	4/6/2016	
Hydraulic Systems - Mid-Mount Plow *				1	\$21,973	\$21,973	4/6/2016	
12 C.Y. Load Covers	4	\$1,000	\$4,000	4	\$990	\$3,960	1/26/2016	
Knuckle Boom Crane Truck	1	\$250,000	\$250,000					
Cab & Chassis				1	\$123,010	\$123,010	4/9/2016	
Roll off Dump Body				1				A
Articulating Crane				1				A
HDT - Heavy Duty Trucks - 6 Wheelers								
Plow Truck	15	\$132,000	\$1,980,000					
Cab & Chassis	15	\$95,000	\$1,425,000	15	\$91,000	\$1,365,000	1/29/2016	
(airbag deduct)				1	-\$475	-\$475	1/29/2016	
4/6 C.Y. Dump Bodies**	15	\$12,500	\$187,500	15	\$10,213	\$153,201	3/1/2016	
Hydraulic Systems - Single Wing *		\$16,500		14	\$15,379	\$215,306	4/6/2016	
Hydraulic Systems - Double Wing *	15	\$23,500	\$352,500	1	\$21,413	\$21,413	4/6/2016	
6 C.Y. Load Covers	15	\$1,000	\$15,000	15	\$750	\$11,250	1/26/2016	
MDT - Medium Duty Trucks - Light 6 Wheelers								
Aerial Buck Trucks - Signal/Sign	4	\$85,000	\$340,000					
Cab & Chassis 4wd				1	\$33,723	\$33,723	2/6/2016	
Cab & Chassis 2wd				3	\$30,964	\$92,892	2/6/2016	
Aerial Lift & Service Body				3				A
Remount Lift & Sign Body				1	\$18,438	\$18,438	3/31/2016	
Dump Body w/ plow	4	\$53,000	\$212,000					
Cab & Chassis 4wd				4	\$33,973	\$135,892	2/6/2016	
Cab & Chassis 4wd, 84" CA				1	\$34,435	\$34,435	2/6/2016	
Dumping Rack Body				1				A
Fixed Rack Body				4				A
Plow				5	\$4,795	\$23,975	2/26/2016	
Utility Box				1	\$8,690	\$8,690		B
AE - Associated Equipment								
11 C.Y. Hydraulic Spreaders	4	\$25,290	\$101,160	4	\$24,948	\$99,792	2/29/2016	
5 C.Y. Hydraulic Spreaders	14	\$20,290	\$284,060	14	\$19,948	\$279,272	2/29/2016	
MEC - Mobile Equipment Construction								
Graders	2	\$240,000	\$480,000	2	\$298,600	\$597,600	3/12/2016	
Loaders	1	\$160,000	\$160,000	1	\$160,000	\$160,000	4/9/2016	
97 HP - Over the Rail	5	\$106,000	\$530,000	5				
Total:			\$5,001,220	Total:		\$4,007,794		

Budget
Fund 30, Class 34 Appropriation - Chapter 220 \$5,000,000
Total Expenditures to Date \$4,007,794
Available Balance \$992,206

A = Requisitions have been processed
B = Bids have been received
Bold indicates current Month's Reporting

* Wing configuration TBD just prior to purchasing
** 4/6 CY is industry standard dump body size for 6 wheel truck
*** 10/12 CY is industry standard size for 10 wheel truck



New Hampshire Housing

Bringing You Home

CAP 16-026

Dean J. Christon
Executive Director
e-mail: dchriston@nhhfa.org

May 16, 2016

Capital Budget Overview Committee
Office of Legislative Budget Assistant
107 North Main Street
State House, Room 102
Concord, NH 03301-4906

Re: 2016-17 Affordable Housing Fund Quarterly Report

To the Members of the Capital Budget Overview Committee:

In the state's 2016-17 Capital Budget (HB 25; Chapter 220, Laws of 2015), the General Court appropriated to the Affordable Housing Fund (AHF) a total of \$800,000 (sections 220:1 (\$200,000 from lapsed funds), VIII.A and 220:20, III and IV (\$600,000 new appropriation)). The AHF was created by the Legislature in 1988 and is administered by New Hampshire Housing.

Regarding both appropriations, the Legislature included the following condition: "The general court intends that the matching funds shall be expended for affordable workforce housing which is not restricted due to age and that the housing finance authority shall give high priority to housing projects that demonstrate a commitment to set aside at least 20 percent of the housing units for veterans."

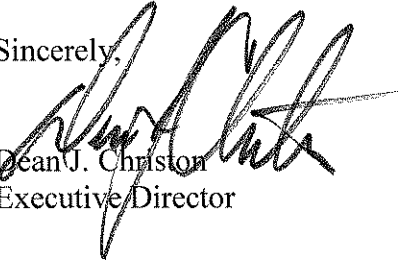
Relative to the new appropriation in section 220:20, III, the Legislature also required New Hampshire Housing to report quarterly to the Capital Budget Overview Committee. Unless directed otherwise, we will continue to file quarterly reports on our activity utilizing the total appropriation of \$800,000, rather than attempting to distinguish between the two different appropriations. This is our third report.

Through March 31, 2016 New Hampshire Housing has not requested a disbursement of funds from the Treasurer under this appropriation. Although funding has not been committed at this time, we continue the underwriting process of three projects in different locations in the state that may fully utilize the resources authorized by this appropriation. These projects are expected to provide housing for veterans consistent with the Legislature's intent. The projects were identified through a competitive process associated with our 2016 Federal Low Income Housing

New Hampshire Housing Finance Authority

Tax Credit Program allocation process. We expect to formally commit the funds later this calendar year and will notify the Committee of these commitments once they have been made. At such time as funds have been expended by New Hampshire Housing, we will seek reimbursement from the Treasurer.

Sincerely,

A handwritten signature in black ink, appearing to read "Dean J. Christon". The signature is stylized and overlaps with the typed name below it.

Dean J. Christon
Executive Director



State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

CAP 16-027

VICKI V. QUIRAM
Commissioner
(603)-271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603)-271-3204

May 4, 2016

The Honorable Gene Chandler, Chairman
Capital Budget Overview Committee
State House
Concord, N H 03301

Attn: Office of Legislative Budget Assistant
State House, Room 102

**Re: ADMINISTRATIVE SERVICES' PUBLIC WORKS DESIGN AND
CONSTRUCTION'S CAPITAL BUDGET AND MAINTENANCE PROJECTS
MONTHLY REPORT APRIL 2016**

Dear Chairman Chandler,

Please find transmitted herewith the Administrative Services', Division of Public Works Design and Construction's monthly summary of Capital Budget and Maintenance Projects, which were advertised, bid, and completed/finalized during the month of April 2016.

Sincerely,

A handwritten signature in cursive script that reads 'Vicki V. Quiram'.

Vicki V. Quiram
Commissioner

cc: Michael P. Connor, Director
Theodore, Kupper, Administrator, Division of Public Works Design and Construction

**Administrative Services
Public Works Design and Construction
Monthly Summary of Projects - Finaled**

April 2016	Town	Project Number	Project Title	Final Date	Estimate
	Claremont	80817-B	<p>River Wall Repairs 14 - Administrative Services</p> <p>This project continued building a concrete retaining wall system along the base of the building foundation, and replaced the upper retaining wall at the parking lot with concrete and brick finishes.</p>	4/12/2016	\$113,494.01
	Glenclyff	80828-A	<p>Slide Brook Impoundment Survey 91 - Glenclyff Home</p> <p>Professional Engineering services for a field survey of topography before and after dredging, compute volume of material removed after dredging and add topography to existing-Features Plan prepared for previous phases. Pond bottom survey</p>	4/20/2016	\$5,039.46

Administrative Services
Public Works Design and Construction
Monthly Summary of Projects
Finaled

April 2016

Town	ProjectNumber	Project Title/Agency	Final Date	Final Amount
Claremont	80817-B	River Wall Repairs. 14 - Administrative Services	4/12/2016	\$113,494.01
Glenclyff	80828-A	Slide Brook Impoundment Survey. 91 - Glenclyff Home	4/20/2016	\$5,039.46

Administrative Services
 Public Works Design and Construction
 Monthly Summary of Projects
 Bid

April 2016

Town	ProjectNumber	Project Title/Agency	Bid Date	Estimate	BidAmount
Bedford	80894R-B	Bedford Toll Plaza Administrative Building (DOT Proj No. 16100-A - DOT Proj. Mgr David Smith). 96 - Transportation	4/13/2016	\$600,000.00	\$836,000.00
Concord	80850-B	Warehouse Roof Replacement, Dept of Corrections 46 - Corrections	4/13/2016	\$1,250,000.00	\$1,163,739.00
	80863R-B	Concord Warehouse Roof Replacement. Combine with Re-model. 77 - Liquor Commission	4/20/2016	\$815,600.00	\$612,000.00

Administrative Services
Public Works Design and Construction
Monthly Summary of Projects
Advertised

April 2016

Town	ProjectNumber	Project Title/Agency	Ad Date
Concord	80880-B	Bathroom/Shower renovations, Corrections 46 - Corrections	4/12/2016