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State of New Hampshire

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

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Director, Audit Division
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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.

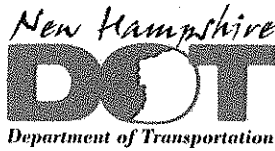
INFORMATIONAL:

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

