



**STATE OF NEW HAMPSHIRE  
OFFICE OF THE GOVERNOR**

**CHRISTOPHER T. SUNUNU**  
Governor

May 17, 2021

Taylor Caswell  
Director  
Governor's Office of Emergency Relief and Recovery  
100 North Main Street, Suite 100  
Concord, N.H. 03301

Dear Director Caswell,

Pursuant to my authority under RSA 21-P:43; RSA 4:45; RSA 4:47; and Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, 2021-02, 2021-04, 2021-05, 2021-06 and 2021-08 I have approved your written request, in attachment, to take the following actions related to the CARES Act Coronavirus Relief Funds:

1. Authority for the Governor's Office for Emergency Relief and Recovery (GOFERR) to reimburse the General Court of New Hampshire for eligible COVID-19 related expenses incurred from June 1, 2020 to April 7, 2021 from Coronavirus Aid, Relief, and Economic Security (CARES) Act funds in the amount of \$346,993.13. Budgeted consistent with the information in the request, in attachment, effective through December 31, 2021. (100% Federal Funds)
2. Authority for General Court of New Hampshire to accept CARES Act funds from GOFERR. (100% Federal Funds)

The Department of Administrative Services is authorized to take the actions necessary to effectuate this authorization.

Sincerely,

A handwritten signature in blue ink that reads "Christopher T. Sununu".

Christopher T. Sununu  
Governor

CC: Charles Arlinghaus, Commissioner, Department of Administrative Services



STATE OF NEW HAMPSHIRE



GOVERNOR'S OFFICE
for

EMERGENCY RELIEF AND RECOVERY

May 17, 2021

His Excellency, Governor Christopher T. Sununu
State House
Concord, NH 03301

REQUESTED ACTION UNDER RSA 4:45, RSA 21-P:43, AND SECTION 4 OF EXECUTIVE ORDER 2020-A4 AS EXTENDED BY EXECUTIVE ORDERS 2020-05 AND 2020-08, 2020-09, 2020-10, 2020-14, 2020-15, 2020-16, 2020-17, 2020-18, 2020-20, 2020-21, 2020-23, 2020-24, 2020-25, 2021-01, 2021-02, 2021-04, 2021-05, 2021-06 AND 2020-08

Dear Governor Sununu:

- 1. The Governor's Office for Emergency Relief and Recovery (GOFERR) requests authority to reimburse the General Court of NH, vendor# 177870, Concord, NH, for eligible COVID-19 related expenses incurred from June 1, 2020 to April 7, 2021. Funds will be reimbursed through Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding in the amount of \$346,993.13 effective upon your approval. 100% Federal Funds.

Funds for this reimbursement are available in 01-02-002-020210 - Governor's Office for Emergency Relief & Recovery, 19110000 - Office of the Director, as follows:

085-588504 - Inter-Agency Transfer of Federal Funds FY2021 \$346,993.13

- 2. Contingent on approval for Requested Action #1, the General Court of NH will accept these CARES Act funds from GOFERR. 100% Federal Funds.

Funds will be budgeted in FY2021 as follows:

Table with 4 columns: Class, Current FY21 Budget, Requested Action, Revised FY21 Budget. Rows include Funding (00D-488502 - Xfer of Fed Funds to Other State Agency) and Expenditure Appropriations (020-500200 - Current Expenses).

## EXPLANATION

The Governor initially authorized the emergency allocation and expenditure from GOFERR of \$190,355 to the General Court of NH for FY 2020 expenses. The General Court has submitted 2 additional requests for FY2021 for June 1 through April 7 that total \$346,993.13. The requests, which certify that these expenses are directly COVID related, and the summary of the expenses are attached. This represents reimbursement of unbudgeted COVID-19 related expenditures incurred by the General Court of New Hampshire, including but not limited to the disinfection and cleaning supplies, social distancing needs, air filtration equipment, purchase of computer equipment and related equipment and licenses needed for staff to work remotely, and expenses related to Senate and House Session venue changes necessitated by COVID-19 restrictions.

All expenses due to COVID-19 requested are supported by documentation and have been certified to be unbudgeted as for March 2020 and have been incurred by the recipient before December 31, 2021.

Respectfully submitted,



Chase Hagaman  
Deputy Director, GOFERR



# General Court of New Hampshire

OFFICE OF THE CHIEF OPERATING OFFICER

STATE HOUSE ROOM 315


Terence R. Pfaff  
Chief Operating Officer

## MEMORANDUM

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To: Nancy Smith, Legal Counsel  
Governor's Office of Emergency Relief & Recovery (GOFERR)

Cc: Taylor Caswell, Executive Director  
Governor's Office of Emergency Relief & Recovery (GOFERR)

From: Terence Pfaff  
Chief Operating Officer 

Date: April 9, 2021- REVISED

RE: CARES Act Flex Funds Reimbursement Request (#3)

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Attached please find a reporting of COVID-19 related expenses incurred by the Legislative Branch from October 10, 2020 through April 7, 2021. All expenditures were the result of the need for either (1) staff to work remotely, (2) legislative hearings to be held virtually, (3) legislative sessions to be held at a larger, alternative location(s), (4) improving complex air quality, or (5) supplies for personal protective equipment or enhanced sanitation. These expenditures were the direct result of the COVID-19 pandemic; thus, funds were not appropriated in our FY20 or FY21 budget.

To summarize, we are submitting a request for reimbursement for \$290,597.81 in actual expenses incurred. Expenses include \$82,538.87 for sanitation and air purification, over \$80,000 of which was the purchase of air purification units for the State House complex. Expenses in the amount of \$35,952.41 represent equipment purchased for staff to work remotely. An additional \$46,113.23 was expended for purchase of equipment needed for remote legislative hearings and monthly Zoom licenses. Lastly, expenses in the amount of \$125,993.30 represent costs incurred to host remote Senate and House legislative sessions at UNH in Durham, and House sessions at the NH Sportsplex in Bedford.

We respectfully request reimbursement in the amount of \$290,597.81 from CARES Act Flex Funds. We have included supporting documentation for all expenses.

Thank you for your assistance, Nancy. Please contact either Jenn Becker or me if you require anything further.

Thank you.

LEGISLATIVE BRANCH COVID19 RELATED EXPENSES 10.10.2020-04.07.2021

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9
DATE	VENDOR	DESCRIPTION	DIVISION	AMOUNT	EXPENSE TYPE	VOUCHER #	CARES BeIn	Status of Invoice
10/21/20	Citizens Credit Card - Zoom	Zoom - Remote Meetings	SENATE	\$ 578.33	Remote Meetings	4787877	04.07.2021	Attached
10/22/20	Citizens Credit Card - Walgreens/Target	Antibacterial Wipes	HOUSE	\$ 87.50	Sanitation	4787877	04.07.2021	Attached
10/22/20	Citizens Credit Card - Zoom	Zoom - Remote Meetings	HOUSE	\$ 761.50	Remote Meetings	4787877	04.07.2021	Attached
10/22/20	Citizens Credit Card - Amazon	PC Equipment/Accessories for Remote Work	JOINT	\$ 156.20	Telework	4787877	04.07.2021	Attached
10/22/20	Citizens Credit Card - Zoom	Zoom - Remote Meetings	JOINT	\$ 563.34	Remote Meetings	4787877	04.07.2021	Attached
11/01/20	Citizens Credit Card - Zoom	7 Hand Sanitizer Station Rentals	JOINT	\$ 99.96	Sanitation	4804547	04.07.2021	Attached
11/23/20	Citizens Credit Card - Zoom	Zoom - Remote Meetings	SENATE	\$ 576.63	Remote Meetings	4815069	04.07.2021	Attached
11/23/20	Citizens Credit Card - Zoom	Zoom - Remote Meetings	HOUSE	\$ 761.54	Remote Meetings	4815069	04.07.2021	Attached
11/23/20	Citizens Credit Card - Amazon	PC Equipment/Accessories for Remote Work	JOINT	\$ 197.71	Telework	4815069	04.07.2021	Attached
11/23/20	Citizens Credit Card - Amazon	Return of 50 pcs Hub via Amazon	JOINT	\$ (1,648.50)	Telework	4815069	04.07.2021	Attached
11/23/20	Citizens Credit Card - Amazon	Zoom - Remote Meetings	JOINT	\$ 599.88	Remote Meetings	4815069	04.07.2021	Attached
11/23/20	Citizens Credit Card - Home Depot	PRE - 6 Full Face Organic Vapor Respirator and Gas Mask	SENATE	\$ 229.99	Sanitation	4819953	04.07.2021	Attached
11/23/20	Citizens Credit Card - Home Depot	Audio Video Equipment for Remote Meetings	JOINT	\$ 35,886.50	Telework	4820399	04.07.2021	04.07.2021
11/23/20	Michael Kane - Reimbursement	30 Microsoft Surface Laptops and warranties	JOINT	\$ 359.92	Telework	4820427	04.07.2021	Attached
12/01/20	Blue Spruce Technologies	PC Equipment/Accessories for Remote Work	LBA	\$ 385.89	Remote Meetings	4820427	04.07.2021	Attached
12/01/20	Citizens Credit Card - Amazon	Audio Video Equipment for Remote Meetings	LBA	\$ 599.96	Remote Meetings	4820427	04.07.2021	Attached
12/01/20	Citizens Credit Card - Best Buy	Audio Video Equipment for Remote Meetings	SENATE	\$ 99.99	Remote Meetings	4820427	04.07.2021	Attached
12/01/20	Citizens Credit Card - Amazon	Audio Video Equipment for Remote Meetings	OLIS	\$ 99.99	Remote Meetings	4820427	04.07.2021	Attached
12/01/20	Citizens Credit Card - Best Buy	Audio Video Equipment for Remote Meetings	OLIS	\$ 199.99	Remote Meetings	4820427	04.07.2021	Attached
12/03/20	Jay Mousseau - Reimbursement	Audio Video Equipment for Remote Meetings	SENATE	\$ 199.99	Remote Meetings	4824659	04.07.2021	Attached
12/16/20	China	7 Hand Sanitizer Station Rentals	JOINT	\$ 99.96	Sanitation	4837707	04.07.2021	Attached
12/17/20	Aaron Goulette - Reimbursement	Amazon - Zoom	HOUSE	\$ 134.99	Sanitation	4841216	04.07.2021	Attached
12/17/20	Aaron Goulette - Reimbursement	Zoom - Remote Meetings	HOUSE	\$ 154.99	Remote Meetings	4841216	04.07.2021	Attached
12/29/20	Citizens Bank - Zoom	Zoom - Remote Meetings	SENATE	\$ 576.63	Remote Meetings	4849116	04.07.2021	Attached
12/29/20	Citizens Bank - Zoom	Zoom - Remote Meetings	JOINT	\$ 561.64	Remote Meetings	4849116	04.07.2021	Attached
12/29/20	Citizens Bank - Zoom	Zoom - Remote Meetings	HOUSE	\$ 761.54	Remote Meetings	4849116	04.07.2021	Attached
12/29/20	Citizens Bank - Best Buy	Audio Video Equipment for Remote Meetings	SENATE	\$ 199.99	Remote Meetings	4849116	04.07.2021	Attached
12/29/20	Citizens Bank - Amazon	Audio Video Equipment for Remote Meetings	JOINT	\$ 554.66	Remote Meetings	4849116	04.07.2021	Attached
12/29/20	Citizens Bank - Amazon	Audio Video Equipment for Remote Meetings	SENATE	\$ 467.54	Remote Meetings	4849116	04.07.2021	Attached
12/29/20	Citizens Bank - Home Depot	Audio Video Equipment for Remote Meetings	SENATE	\$ 99.84	Remote Meetings	4849116	04.07.2021	Attached
12/29/20	Photo Communications	Audio Video Equipment for Remote Meetings	HOUSE	\$ 221,150.00	Remote Meetings	4849909	04.07.2021	04.07.2021
01/05/21	Blue Spruce Technologies	Voting Clickers for Remote Session	JOINT	\$ 693.65	Telework	4853089	04.07.2021	Attached
01/05/21	Blue Spruce Technologies	PC Equipment/Accessories for Remote Work	JOINT	\$ 349.57	Remote Meetings	4853287	04.07.2021	Attached
01/05/21	Citizens Bank - Best Buy	Audio Video Equipment for Remote Meetings	LBA	\$ 474.93	Remote Meetings	4853287	04.07.2021	Attached
01/05/21	Citizens Bank - Amazon	Audio Video Equipment for Remote Meetings	LBA	\$ 1,810.89	Remote Meetings	4853287	04.07.2021	04.07.2021
01/05/21	Citizens Bank - Zoom	Zoom - Remote Meetings	LBA	\$ 1,495.77	Remote Meetings	4853287	04.07.2021	Attached
01/05/21	Citizens Bank - Staples	Audio Video Equipment for Remote Meetings	HOUSE	\$ 556.00	Remote Meetings	4853287	04.07.2021	Attached
01/07/21	Jennifer Becker - Reimbursement	Audio Video Equipment for Remote Meetings	HOUSE	\$ 667.93	Remote Meetings	4862451	04.07.2021	Attached
01/12/21	Blue Spruce Technologies	7 Hand Sanitizer Station Rentals	JOINT	\$ 99.96	Sanitation	4868095	04.07.2021	Attached
01/15/21	Citizens	Zoom - Remote Meetings	HOUSE	\$ 389.21	Remote Meetings	4868095	04.07.2021	Attached
01/20/21	Aaron Goulette - Reimbursement	Amazon - Portable Radios for Drive-In Session	HOUSE	\$ 49.95	Remote Session	4869704	04.07.2021	Attached
01/20/21	Aaron Goulette - Reimbursement	Remote Session	SENATE	\$ 8,103.76	Remote Session	4875742	04.07.2021	04.07.2021
01/26/21	UMH - Organization Day, 12/02/2020	Construct partitions for Senate offices	HOUSE	\$ 15,799.73	Remote Session	4875742	04.07.2021	04.07.2021
01/26/21	UMH - Organization Day, 12/02/2020	Construct partitions for House Committee Rooms	SENATE	\$ 400.00	Sanitation	4875742	04.07.2021	Attached
01/26/21	Jesse's Assembly - Construction of partitions	Air Purification Systems for Senate Committee Rooms	SENATE	\$ 13,345.00	Sanitation	4875946	04.07.2021	04.07.2021
01/26/21	UMH - Organization Day, 12/02/2020	Construct partitions for Senate offices	HOUSE	\$ 15,799.73	Remote Session	4875946	04.07.2021	04.07.2021
01/26/21	UMH - Organization Day, 12/02/2020	Construct partitions for House Committee Rooms	SENATE	\$ 400.00	Sanitation	4875946	04.07.2021	04.07.2021
01/28/21	NH HVAC Systems	Air Purification Systems for House Committee Rooms	HOUSE	\$ 15,700.00	Sanitation	4875946	04.07.2021	04.07.2021
01/28/21	NH HVAC Systems	Air Purification Systems for House Committee Rooms	JOINT	\$ 2,355.00	Sanitation	4875946	04.07.2021	04.07.2021
01/28/21	NH HVAC Systems	Air Purification Systems for House Committee Rooms	HOUSE	\$ 5,021.56	Remote Meetings	4876720	04.07.2021	04.07.2021





# General Court of New Hampshire

OFFICE OF THE CHIEF OPERATING OFFICER


STATE HOUSE ROOM 315

Terence R. Pfaff  
Chief Operating Officer

## MEMORANDUM

To: Nancy Smith, Legal Counsel  
Governor's Office of Emergency Relief & Recovery (GOFERR)

Cc: Taylor Caswell, Executive Director  
Governor's Office of Emergency Relief & Recovery (GOFERR)

From: Terence Pfaff  
Chief Operating Officer 

Date: October 15, 2020 - REVISED

RE: CARES Act Flex Funds Reimbursement Request (#2)

Attached please find a reporting of COVID-19 related expenses incurred by the Legislative Branch from July 1, 2020 through October 9, 2020. All expenditures were the result of the need for either (1) staff to work remotely, (2) legislative hearings to be held virtually, (3) legislative sessions to be held at a larger, alternative location or (4) supplies for personal protective equipment or enhanced sanitation. These expenditures were the direct result of the COVID-19 pandemic; thus, funds were not appropriated in our FY20 or FY21 budget.

To summarize, we are submitting a request for reimbursement for \$56,395.32 in actual expenses incurred. The expenses incurred are comprised of PPE costs and sanitation supplies purchased for enhanced cleaning protocols in the amount of \$5,564.47. Expenses in the amount of \$33,124.69 represent telework and remote meeting expenses. This includes the purchase of computers and other telework equipment, and monthly Zoom subscriptions. Lastly, expenses in the amount of \$17,706.16 represent costs for moving the September 16, 2020 House session (Veto Day) to the Whittemore Center Arena and sound system modifications needed to move the Senate Session(s) to the larger House Chamber.

We respectfully request reimbursement in the amount of \$56,395.32 from CARES Act Flex Funds. We have included supporting documents for all expenses.

Thank you for all your assistance, Nancy. Please contact either Jenn Becker or me if you require anything further.

Thank you.



# LEGISLATIVE BRANCH COVID19 RELATED EXPENSES

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9
DATE	VENDOR	DESCRIPTION	DIVISION	AMOUNT	EXPENSE TYPE	VOUCHER #	CARES Reim	Status of Invoice
07/08/20	Molloy Sound & Video Contractors	Sound Equipment for Senate Session in Regs Hall	JOINT	\$ 2,700.00	Remote Session	4697506	10/15/20	10.15.2020
07/13/20	Sorterik, Laurie - Reimbursement	Walmart Purchase - Sanitation Supplies	JOINT	\$ 27.94	Sanitation	4697221	10/15/20	Attached
07/14/20	Conquest, Kris - Reimbursement	Target-hand Sanitizer/Ocean State-Sanitizer	JOINT	\$ 84.09	Sanitation	4698084	10/15/20	Attached
07/16/20	Citizens Credit Card - DollarTree	Hand Sanitizer	JOINT	\$ 4.00	Sanitation	4702672	10/15/20	Attached
07/16/20	N.H.A.D. Services, Inc.	Desk Shields	JOINT	\$ 1,399.20	Sanitation	4702511	10/15/20	10.15.2020
07/17/20	N.H.A.D. Services, Inc.	Sanitizing Wipes	JOINT	\$ 1,886.00	Sanitation	4702897	10/15/20	10.15.2020
07/16/20	Mason, Dan - Reimbursement	Verizon - Data Charges due to Remote Work	HOUSE	\$ 75.00	Telework	4702690	10/15/20	Attached
07/24/20	Blue Spruce Technologies	20 Laptops for Remote Work	GCTS	\$ 23,924.33	Telework	4708871	10/15/20	10.15.2020
07/24/20	Citizens Credit Card - Walmart	Sanitizing Wipes	OPERATIONS	\$ 40.38	Sanitation	4710440	10/15/20	Attached
07/24/20	Citizens Credit Card - Amazon	PC Accessories for Remote Work	GCTS	\$ 87.04	Telework	4710440	10/15/20	Attached
07/28/20	Goulette, Aaron - Reimbursement	Zoom - Remote Meetings	HOUSE	\$ 154.99	Telework	4710620	10/15/20	Attached
07/30/20	Citizens Credit Card - Amazon	Wireless Keyboard/Mouse for Remote Work	LBA	\$ 30.99	Telework	4717125	10/15/20	Attached
08/05/20	Forcier, Susan - Reimbursement	7 Lanowe Webcams for remote video conf	GCTS	\$ 391.93	Telework	4721059	10/15/20	Attached
08/06/20	N.H.A.D. Services, Inc.	Desk Shields (6)	JOINT	\$ 696.60	Sanitation	4722285	10/15/20	Attached
08/13/20	Sarn's Club Credit Card	Clorox Wipes	OPERATIONS	\$ 14.98	Sanitation	4729084	10/15/20	Attached
08/18/20	Citizens Credit Card - The Common Man Roadside	Clorox Wipes	JOINT	\$ 92.82	Sanitation	4731629	10/15/20	Attached
08/20/20	Citizens Credit Card - Zoom	Zoom - Remote Meetings	SENATE	\$ 578.33	Telework	4735152	10/15/20	Attached
08/20/20	Citizens Credit Card - Zoom	Zoom - Remote Meetings	HOUSE	\$ 763.24	Telework	4735152	10/15/20	Attached
08/20/20	Citizens Credit Card - Amazon	Remote Hardware/Docking Stations,USB Adapter/HDMI Cables	GCTS	\$ 4,212.97	Telework	4735152	10/15/20	Attached
08/20/20	Citizens Credit Card - Zoom	Zoom - Remote Meetings	JOINT	\$ 563.34	Telework	4735152	10/15/20	Attached
08/20/20	Citizens Credit Card - Home Depot/Future Supply/Amazon	Shaking for PPE/Sanitation Supplies	GCTS	\$ 1,211.84	Sanitation	4735152	10/15/20	Attached
09/10/20	Goulette, Aaron - Reimbursement	Zoom - Remote Meetings	HOUSE	\$ 154.99	Telework	4751440	10/15/20	Attached
09/15/20	Citizens Credit Card - Common Man Irving	Clorox Wipes	JOINT	\$ 61.88	Sanitation	4753677	10/15/20	Attached
09/17/20	Citizens Credit Card - Zoom	Zoom - Remote Meetings	SENATE	\$ 578.33	Telework	4757138	10/15/20	Attached
09/17/20	Citizens Credit Card - Target/Walgreens	Antibacterial Wipes	SENATE	\$ 43.76	Sanitation	4757138	10/15/20	Attached
09/17/20	Citizens Credit Card - Zoom	Zoom - Remote Meetings	HOUSE	\$ 763.24	Telework	4757138	10/15/20	Attached
09/17/20	Citizens Credit Card - Zoom	Zoom - Remote Meetings	JOINT	\$ 563.34	Telework	4757138	10/15/20	Attached
09/17/20	Citizens Credit Card - Target	Hand Sanitizer	JOINT	\$ 6.98	Sanitation	4757138	10/15/20	Attached
09/29/20	Citizens Credit Card - Amazon	PC Equipment for Remote Work	LBA	\$ 282.63	Telework	4767002	10/15/20	Attached
10/07/20	UMH - VETO Day Charges	Whittemore Center - Remote Session 9/16/20	HOUSE	\$ 14,106.16	Remote Session	4777951	10/15/20	10.15.2020
10/08/20	Molloy Sound & Video Contractors	Sound Equipment for Senate Session In Regs Hall	JOINT	\$ 900.00	Remote Session	4775428	10/15/20	Attached
Total				\$ 56,395.32				

Submitted for: