

CAPITAL PROJECT OVERVIEW COMMITTEE

MINUTES

February 24, 2025

The Capital Project Overview Committee met on Monday, February 24, 2025 at 9:00 a.m. in Room 201 of the Legislative Office Building.

The following members were in attendance:

Representative David Milz, Chair  
Representative Karen Ebel  
Representative Michael Edgar  
Representative Keith Erf  
Representative Charles Melvin  
Representative Ken Weyler  
Senator James Gray  
Senator Timothy Lang  
Senator David Watters

Representative Milz, called the meeting to order at 9:01 a.m.

ORGANIZATION OF COMMITTEE:

On a motion by Senator Lang, that Representative David Milz be nominated as Chairman of the Capital Project Overview Committee for this biennium. MOTION ADOPTED. (9-Yes; 0-No)

On a motion by Representative Milz, seconded by Senator Lang, that Senator Mark McConkey be nominated and confirmed as Vice Chairman of the Capital Project Overview Committee for this biennium. Due to Senator McConkey's absence the vote was **Postponed until the next meeting.**

On a motion by Representative Milz, seconded by Representative Weyler, that Representative Michael Edgar be nominated and confirmed as Clerk of the Capital Project Overview Committee for this biennium. MOTION ADOPTED. (9-Yes; 0-No)

COMMITTEE ORIENTATION:

On a motion by Senator Gray, seconded by Senator Lang, that the Committee approve the Capital Project Overview Committee, GUIDELINES AND PROCEDURES, 2025-2026 Legislative Session. MOTION ADOPTED. (9-Yes; 0-No)

Christopher Shea, Deputy Legislative Budget Assistant informed Committee Members that CAP 25-001 – Revised Statutes Annotated for the Capital Project Overview Committee, February 2025 was distributed for informational purposes.

ACCEPTANCE OF MINUTES:

On a motion by Representative Ebel, seconded by Representative Milz, that the minutes of the November 12, 2024 meeting be accepted as written. MOTION ADOPTED. (6-Yes; 0-No; 4-Abstained)

OLD BUSINESS:

None

NEW BUSINESS:

None

MISCELLANEOUS:

None

INFORMATIONAL:

The Committee had the following questions pertaining to; CAP 25-002 Department of Administrative Services – RSA 17-J:4 – Quarterly Capital Project Report for quarter ending December 31, 2024.

Senator Watters requested status updates on the; 1) Big E Building Project, 2) Wood Working Facility at the State Prison, 3) Port Authority Pier Projects, and 4) General Sullivan Bridge Removal. He also asked if the \$25 million design-build limit in statute is problematic for the Department of Transportation.

Senator Lang requested for future quarterly reports that agencies provide a reason when a project is identified as being on “Hold.”

Representative Ebel requested a status update on the Sunapee Parking Lot Project.

The Office of Legislative Budget Assistant will follow-up with agency responses, which will be included in the meeting minutes as requested by Senator Gray.

The informational items were accepted and placed on file.

DATE OF NEXT MEETING AND ADJOURNMENT:

The next meeting of the Capital Project Overview Committee was scheduled for Monday, April 14, 2025 to be held in Room 201 of the Legislative Office Building at 9:00 a.m.

As moved the meeting adjourned at 9:27 a.m.

  
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Representative Michael Edgar, Clerk



**CAPITAL PROJECT OVERVIEW COMMITTEE**  
**GUIDELINES AND PROCEDURES**  
**2025-2026 Legislative Sessions**

1. All items requiring Committee approval and/or Informational items must be submitted no later than 2 weeks prior to a scheduled meeting by following the outlined procedures;
  - a. Email a scanned copy of the original item for review to [LBA\\_CBOC@gc.nh.gov](mailto:LBA_CBOC@gc.nh.gov)
  - b. Upon review you will provide an original and 15 copies of the item to the Office of Legislative Budget Assistant, State House-Rm 102

It is very important that you email the scanned request to [LBA\\_CBOC@gc.nh.gov](mailto:LBA_CBOC@gc.nh.gov)

2. Acceptance of a late item requires the approval of the Committee Chair.

**QUARTERLY REPORT GUIDELINES**

1. Projects contained in the final adopted capital budget shall follow the reporting requirements contained in RSA 17-J:4.
2. Projects with appropriations of \$1,000,000 or more of funds from any source through legislation other than the capital budget, fiscal committee or other means shall follow the reporting requirements contained in RSA 17-J:4.
3. The Office of Professional Licensure and Certification shall follow the reporting requirements contained in RSA 17-J:4 for any capital projects funded by the Office of Professional Licensure and Certification Fund (RSA 310:5, II).
4. Any other project(s) the Committee requests the Department of Administrative Services include in the quarterly report.

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**RSA 17-J:4 (as amended by Chapter 192, Laws of 2023)**

17-J:4 Duties. The capital [budget] *project* overview committee shall review the status of capital budget projects both during and between legislative sessions. Each state agency with capital budget projects shall report to the department of administrative services, in the format the department of administrative services prescribes, for the quarters ending September 30, December 31, March 31, and June 30. The department of administrative services shall combine these reports and present the summarized report to the capital budget

overview committee for review quarterly on the first of November, February, May, and August. The department of administrative services, division of public works design and construction shall, within 90 days of the approval of funding for any capital budget project, submit a timeline or schedule for such project to the capital [~~budget~~] *project* overview committee for review.

**310:5, II Administration of the Office of Professional Licensure and Certification; Funding.**

II. There is hereby established the office of professional licensure and certification fund into which the fees collected under paragraph I shall be deposited. The fund shall be a separate, dedicated, nonlapsing fund, continually appropriated to the office of professional licensure and certification. Moneys in the fund shall be used to pay all costs and salaries associated with the office, and any remaining funds in a biennium shall be used for capital expenditures related to the operation of the office of professional licensure and certification. At the close of each biennium, any funds in excess of \$3,000,000 shall be used to reduce licensing and certification fees.



CAP 25-003

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

CHRISTINE L. YOUNG, CPA  
Director, Audit Division  
(603) 271-2785

March 7, 2025

To the Members of the Capital Project  
Overview Committee

Attached please find the responses to the questions and requests for project updates. We will include these responses as part of the minutes for the February 24 meeting.

If you have any additional questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Chris Shea".

Christopher M. Shea  
Deputy Legislative Budget Assistant

CMS/pe  
Attachments

**Senator Watters asked for a status update on the Big E Building Project.**

Commissioner Jasper provided the following response:

The New Hampshire Department of Agriculture, Markets, and Food (DAMF) is currently working with the Department of Administrative Services, Division of Public Works Design and Construction, to go out for a second bid on the project. The lone bid that came in during the first round came in at more than twice the available budget. DAMF has since been working to adjust the project scope and secure other non-general fund monies to maximize the impact of this capital project.

Intended timeline would include going to bid before the end of FY25 and beginning work this summer.

**Senator Watters asked for a status update on the Wood Working Facility at the State Prison.**

See attached Letter from Commissioner Hanks

**Senator Watters asked for a status update on the Port Authority pier projects.**

The Pease Development Authority provided the following responses related to the pier projects.

- **MAIN PIER REHABILITATION -MARKET ST. MARINE TERMINAL**

The Main Wharf at the Market St. Marine Terminal serves as the only berthing facility for the Port of NH. The Main wharf is where bulk cargo, such as road salt; project cargo, such as windmill components, condensers, and other large items are received and offloaded or onloaded. The wharf also provides a dock to support the Portsmouth Naval Shipyard Dry Dock Project, ships from SubCom, and emergency berthing needs for businesses up river when needed.

The Main Pier Rehabilitation Project consisted of rehabilitating 17,500 sq ft of the Main Wharf by replacing the deteriorated wharf access bridge and decking the area between the shoreline and the back of the Main Wharf. The project included repairing caissons and concrete superstructure elements, recoating portions of steel sheet bulk head, and resurfacing the existing concrete deck. The project extends the berths useful working life and facilitates freight movement by enabling more efficient truck access and traffic pattern, increases cargo handling areas, and improves operational efficiency and safety at the port. Continued operations at the Port diverts cargo from highways to marine highways, which also reduces fuel emissions. All major components have been completed with crack sealing to be done in spring of 2025.

- SUBSTANTIALLY COMPLETED DEC 2023
- AMOUNT REMAINING TO PAY \$78,500
  - FEDERAL \$47,100.60
  - STATE \$31,399.40

- PROJECTED FINAL COMPLETION IS JUNE 1, 2025

#### PORTSMOUTH COMMERCIAL FISHING PIER- PIER REPAIRS DECKING & BRACING

In 2017 a routine inspection of the Portsmouth Commercial Fish Pier was conducted and the Inspection report indicated that components of the facility were in poor condition. In 2021-2022 the steel sheet pile bulkhead was replaced along with floating docks, fuel dispensing system, and jib cranes (for offloading harvested seafood and fishing equipment). During the bulkhead construction (seawall failure in 2019) it was determined that the pilings, pile caps, and the deck stringers were still serviceable, however as discussed in the inspection report, the bracing and the timber deck were in poor condition and failing and required replacement. This facility is vitally important to the area commercial fishermen as the facility has cold storage for lobster bait and for fresh caught fish, bulk ice, and diesel fuel. Gasoline and diesel fuel for purchase by the public is also available. The facility offers overnight berthing for twenty (20) commercial vessels with an additional thirty-nine (39) vessels with pier-use permits.

Project began Jan 2024 will be complete no later than April 30, 2025

- SUBSTANTIALLY COMPLETED AUG 2024
- AMOUNT REMAINING TO PAY \$94,781
  - Trailer Bill- non-lapsing from 2020/2021

#### PORTSMOUTH COMMERCIAL FISHING PIER-BUILDING REPLACEMENT

The Portsmouth Commercial Fish Pier (Fish Pier) is an approximately 4,000 square foot State-owned facility located on the Piscataqua River, 1 Peirce Island Road, Portsmouth, NH. Construction began in 1977 and the facility was opened in 1979. The Fish Pier is the hub of commercial fishing in the seacoast of New Hampshire providing overnight berthing for 20 boats and pier-use permits for an additional 55 vessels. The facility offers retail sale of diesel and gasoline fuel to the fishing vessels as well as the general boating public. Bulk ice is also available for the safe handling of harvested fish and shellfish. The building sits on an approximately 1.9 acre, above-water location and is currently over 50% shut down due to the presence of black mold, identified in a recent condition survey. The wooden structure has deteriorated and is at the end of its useful existence and is in need of replacement. The Division has been responsible for the management of the facility since circa 2002.

- UNDER CONSTRUCTION
- AMOUNT REMAINING TO PAY \$901,913
  - FEDERAL/ARPA \$676,510
  - DPH \$225,403

- PROJECTED FINAL COMPLETION IS JUNE 30, 2025

**Senator Watters asked for a status update on the General Sullivan bridge removal.**

The Department of Transportation provided the following status update:

- The Department is advancing the Contract Documents for the demo of the existing GSB superstructure.
- Ad date is currently early summer of 2025
- Anticipated project completion early summer of 2027.
- The Department is analyzing whether a shoulder and lane on the SB Bridge can be utilized for construction access to reduce or possibly eliminate the temporary trestle.
- The Department is considering a “Value Engineering” meeting with the Contracting industry in April to discuss removal options and staging areas.

**Senator Lang asked that for future quarterly reports that agencies provide a reason when a project is identified as being on Hold.**

LBA staff provided this direction to the Department of Administrative Services and the Comptroller provided the following response:

Division of Accounting coordinates this reporting for DAS projects as well as all state agencies, so we will add this specific request to next quarter’s outreach. Thank-you,

**Representative Ebel asked for a status update on the Sunapee Parking Lot project.**

**The Department of Natural and Cultural Resources provided the following response:**

There is a Sunapee state park capital appropriation that has been carried forward since FY19 (account 13220000) which has \$740,000 last I checked. A large portion of that amount was to be bonded through Fish and Game and paid down through the boater registration program. The intent was do improvements to the park boat launch to accommodate larger boats as well as any parking lot or park improvements necessary to allow access and parking for boats and trailers etc.

The challenge has been that this is not a practical location for a launch to be, and DES has essentially stated dredging and permitting for deep water boating in Beck Brook would not be permissible. We have reached a stalemate among agencies on a path forward and had hoped to bring this matter forward to the Governor at some point. With F&G leadership recently changing over, and a new Governor, perhaps now would be the right time to do something.

I would be reluctant to suggest we lapse back the funds until a consensus is reached. I know there is still some level of expectation from the proponents of this plan that something is going to happen there.

We had discussed a renovation to the state beach parking lot to better accommodate boats and trailers and using some of the capital funds for that effort, but I would not support spending any funds until a clear and comprehensive plan is in place, and I think F&G would align with that as well.

**Senator Watters asked if the \$25 million design-build limit in statute is problematic for the Department of Transportation.**

Commissioner Cass, Department of Transportation, provided the following response to this question:

Yes I believe the statute is ok. I recall the \$25 M threshold was suggested by AGC to have more scrutiny on a very large project. While inflation/escalation is tending push limits up, I think \$25 M still represents a very substantial project for NH and would still want the buy in for design build.



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
Office of the Commissioner  
P.O. BOX 1806  
CONCORD, NH 03302-1806  
603-271-5603 FAX: 888-908-6609  
TDD ACCESS: 1-800-735-2964  
<https://www.corrections.nh.gov/>

HELEN E. HANKS  
COMMISSIONER

PAUL D. RAYMOND, JR.  
ASSISTANT COMMISSIONER

March 7, 2025

RE: NHC FW Women's Trades Building Capital Project Summary

To: Legislative Members of the House Public Works & Highways Committee

Dear Honorable Members of the Committee,

By way of a summary of the project intended to build a trades building at the NH Correctional Facility for Women in order to have parity of services with programs available to incarcerated men, the following is a summary and timeline of this project:

In 2021, a Department of Public Works (DPW) project manager (PM) was assigned to the project and worked to secure a consultant/architect for the project. The PM was also working with the State Fire Marshal's Office (SFMO) on code requirements for the proposed building.

In March 2022, the PM provided a summary of his work on the project to date and expressed concern that the allocated funding was not sufficient to meet the project goals.

"We received a proposal from alba architect for design, construction documents and construction administration for the total of \$72,275.00. The program includes a staff toilet, resident toilet, office/ tool cage area, work and storage areas, area for specific training, and overhead door access. The ideal footprint selected was 24'x 36', located behind existing loading dock area / driveway area with a new security fence around the perimeter and connected to the existing fence line. The proposed building is to connect to existing utilities at the back of the building, i.e. water, sewer, plumbing, electric, gas, sprinkler. The new building would need a large enough electric panel to operate future unknown equipment at this point, with heat and maybe AC as an option. The proposed A/ E fee may be in line with the proposed scope of the building, but not the budget. The fee is 20% of the \$350,000.00 budget, which is quite high. I have asked alba a couple of times to reevaluate their fee and scope. The only way to reduce the fee is to reduce the services."

In lieu of seeking additional funding, the DOC began seeking ways to reduce costs for the project to get it within budget. For the remainder of 2022, we were not contacted by the PM regarding the project (the PM may have assumed that since we did not receive additional funding for the project, the project would not move forward).

In April 2023, conversations restarted with those engaged in delivering a woodworking program to women (community volunteers) and department officials others about possibly having precut materials donated by Sanborn Mills Farm for the construction of the building, and having the building framed by volunteers from the Timber Framers Guild. Over the next several months, a site visit was made to Sanborn Mills Farm and conversations were had with NH Furniture Masters and the Timer Framers Guild. The group also toured the woodworking program at the DOC farm and the furniture shop at the NHSPM. Unfortunately, it was discovered that although the building framing could be completed by volunteers, the DOC would be responsible for paying all expenses related to housing, feeding, and providing transportation for the volunteers, which was determined to be cost-prohibitive, so this idea was abandoned. In September 2023, the DPW PM was contacted, and he began seeking a proposal from a new consultant/architect, in the hope of reducing the project design fees.

In late 2023, the PM was absent from work for several weeks, so the project was on hold during this time.

In early 2024, he returned and began working to find a company that manufactures kit-style buildings and found one that might be viable. This ultimately did not come to fruition. The PM began seeking another company to work with.

Throughout 2024, the PM was out for lengthy periods of time, and therefore very little work was being performed on the project. In October 2024, the PM presented a new consultant/architect's proposal for design services, which was approved by the DOC. In November 2024, a new DPW PM was assigned to the project. After reviewing the project materials to date, he scheduled a meeting with the DOC and the consultant/architect, CHA, on 1/10/25 to discuss the project scope. During the meeting, CHA expressed concern that the project funding was not sufficient to meet the goals of the project, and that the funding *might* enable the DOC to complete site work and install infrastructure but would not be enough to construct the building as well.

Current Funding:

The appropriation for this project was \$350,000. Consultant/architect fees encumbered to the project are \$35,591, leaving \$314,409 available for construction costs and DPW fees.

Given this projects path and the timing, we will be recommending this project lapse and if we cannot create an alternative trade's program within the current infrastructure of the NH Correctional Facility for Women, the department can remit fully vetted future Capital Budget request.

Respectfully Submitted,



Helen E. Hanks  
Commissioner