



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

MARGARET WOOD HASSAN  
Governor

**BY HER EXCELLENCY**  
**MARGARET WOOD HASSAN, GOVERNOR**  
**EXECUTIVE ORDER 2014-02**

An order directing a freeze of Executive Branch hiring, purchasing, equipment, and out-of-state travel to reduce state general fund expenditures

**WHEREAS**, RSA 9:16-b provides that "[n]otwithstanding any other provision of law, the governor may, with prior approval of the fiscal committee, order reductions in any or all expenditure classes within any or all departments, as defined in RSA 9:1, if [she] determines at any time during the fiscal year that: (a) projected State revenues will be insufficient to maintain a balanced budget and that the likelihood of a serious deficit exists;" and

**WHEREAS**, the Governor has determined that the projected state revenues for Fiscal Years 2014 and 2015 are potentially insufficient to fund the state expenditures as authorized by Chapter 143, N. H. Laws of 2013; and

**WHEREAS**, the Governor and the Legislature are committed to taking such steps as are required to achieve a balanced budget by the end of the biennium; and

**WHEREAS**, the Governor has met with the presiding officers of the House and Senate and has thus determined that it is in the public interest to meet with the legislative fiscal committee, which has, in turn, responded to the Governor's initiative by consenting to certain actions to reduce state general fund expenditures;

**NOW, THEREFORE, I, MARGARET WOOD HASSAN, GOVERNOR** of the State of New Hampshire, by virtue of the power and authority vested in me by RSA 9:16-b and part II, article 41 of the New Hampshire Constitution, do hereby order the following steps to apply to all departments as defined in RSA 9:1 in order to effect a reduction in expenditures:

- a. All full-time classified and unclassified employee positions funded in whole or in part by the general fund which are vacant on the effective date of this Executive Order or which become vacant after its effective date shall remain vacant during the remainder of the biennium encompassing fiscal years 2014 and 2015, with the exception of direct care, custodial care, and law enforcement positions. The appropriation for each such position shall be lapsed forthwith to the Salary

Adjustment Fund, RSA 99:4, and the Employee Benefit Adjustment Account, RSA 9:17-c, as applicable.

- b. No purchases shall be submitted or processed that require form RQ10, pursuant to Purchase and Property rules and procedures promulgated by the department of administrative services, if the purchases are funded in whole or in part with general funds, with the exception of purchases for food, drugs, fuel, medical supplies, or items necessary under emergency conditions that are required for the continued operation of the department. The commissioner of the department of administrative services shall have the authority for determining whether there exists an emergency condition at any department that necessitates the purchase of items subject to this Executive Order. This order shall not apply to purchases encumbered by contract or purchase orders on or before the date of this Executive Order.
- c. No general fund monies appropriated for equipment, for the remainder of the biennium encompassing fiscal years 2014 and 2015, shall be expended or encumbered, except those encumbered by contract or purchase orders on or before the effective date of this Executive Order.
- d. No general fund monies appropriated for Class 80 out-of-state travel, for the remainder of the biennium encompassing fiscal years 2014 and 2015, shall be expended or encumbered, except those encumbered on or before the effective date of this Executive Order.
- e. The hiring, purchasing, equipment and out-of-state travel freeze directed by this order shall remain in effect until June 30, 2015 or until terminated under the provisions of RSA 9:16-b; provided, however, that individual exceptions to any of the above provisions may be requested by any agency in writing to the Governor. Any exceptions granted by the Governor shall be transmitted to the Fiscal Committee.

Given under my hand and seal at the  
Executive Chambers in Concord, this  
Twenty Second day of May, in the year of  
Our Lord, two thousand and fourteen and of  
the independence of the United States of  
America, two hundred and thirty-eight.

  
**GOVERNOR OF NEW HAMPSHIRE**