



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



JEFF BRILLHART, P.E.  
ACTING COMMISSIONER

March 10, 2015  
Division of Operations

The Honorable Neal M. Kurk, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Pursuant to Chapter 144:95, Laws of 2013, authorize the Department of Transportation to transfer \$968,444 between various accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2015.

04-096-096-960515-3009	Current Budget FY 2015	Requested Change	Revised Budget FY 2015
<b>Traffic Operations</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Permanent	\$2,887,027	\$0	\$2,887,027
017 500147 FT Employees Special Payment	4,199	0	4,199
018 500106 Overtime	310,000	0	310,000
019 500105 Holiday Pay	500	700	1,200
020 500200 Current Expense	4,406,062	0	4,406,062
022 500255 Rents-Leases Other than State	8,787	0	8,787
023 500291 Heat, Electricity, Water	292,900	0	292,900
024 500225 Maint Other than Build-Grn	59,029	0	59,029
030 500311 Equipment New/Replacement	107,184	0	107,184
037 500174 Technology-Hardware	3,000	0	3,000
038 500175 Technology-Software	2,000	0	2,000
039 500180 Telecommunications	30,150	0	30,150
047 500240 Own Forces Maint Build.-Grnds	15,510	0	15,510
048 500226 Contractual Maint.-Build-Grnds	96,096	0	96,096
050 500109 Personal Service-Temp	41,962	16,000	57,962
057 500535 Books, Periodicals, Subscriptions	2,000	0	2,000
059 500117 Temp Full Time	42,113	(16,700)	25,413
060 500601 Benefits	1,712,076	0	1,712,076
066 500555 Employee Training	3,470	0	3,470
070 500704 In-State Travel Reimbursement	33,000	0	33,000
103 502664 Contracts for Operational Services	42,000	0	42,000
<b>Total</b>	<b>\$10,099,065</b>	<b>\$0</b>	<b>\$10,099,065</b>
<b>Source of Funds</b>			
<b>Revenue:</b>			
000 408043 Federal Funds	\$4,625,207	\$0	\$4,625,207
004 403631 Intra Agency Transfers	389,293	0	389,293
007 402193 Agency Income	24,158	0	24,158
009 405698 Agency Income	174,969	0	174,969
000-000015 Highway Funds	4,885,438	0	4,885,438
<b>Total</b>	<b>\$10,099,065</b>	<b>\$0</b>	<b>\$10,099,065</b>

04-096-096-960515-3052	Current Budget FY 2015	Requested Change	Revised Budget FY 2015
<b>Transportation Management Ctr</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Permanent	\$618,554	\$0	\$618,554
018 500106 Overtime	33,000	0	33,000
019 500105 Holiday Pay	8,000	0	8,000
020 500200 Current Expense	74,648	(45,500)	29,148
022 500255 Rents-Leases Other than State	27,906	0	27,906
023 500291 Heat, Electricity, Water	12,670	9,000	21,670
024 500225 Maint Other than Build-Grn	126,043	0	126,043
026 500251 Organizational Dues	250	0	250
028 500292 Transfers to General Services	96,146	0	96,146
030 500311 Equipment New/Replacement	39,110	(2,500)	36,610
037 500174 Technology-Hardware	89,662	0	89,662
038 500177 Technology-Software	62,426	0	62,426
039 500189 Telecommunications	64,240	0	64,240
046 500464 Eng Consultants	59,544	0	59,544
048 500226 Contractual Maint.-Build-Grnds	9,885	0	9,885
050 500109 Personal Service-Temp	118,803	42,000	160,803
060 500601 Benefits	353,857	0	353,857
066 500543 Employee Training	5,690	(3,000)	2,690
070 500703 In-State Travel Reimbursement	300	0	300
Total	\$1,800,734	\$0	\$1,800,734
<b>Source of Funds</b>			
<b>Revenue:</b>			
004 403631 Intra Agency Transfers	\$836,181	\$0	\$836,181
009 405698 Agency Income	31,256	0	31,256
000-000015 Highway Funds	933,297	0	933,297
Total	\$1,800,734	\$0	\$1,800,734

04-096-096-960215-3001	Current Budget FY 2015	Requested Change	Revised Budget FY 2105
<b>Division of Finance</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$1,611,368	\$0	\$1,611,368
018 500106 Overtime	33,999	0	33,999
020 500200 Current Expense	150,931	0	150,931
022 500255 Rents-Leases Other than State	122,738	0	122,738
024 500225 Maint Other than Build-Grn	30,530	0	30,530
030 500301 Equipment New Replacement	1,900	0	1,900
037 500174 Technology-Hardware	3,500	0	3,500
038 500175 Technology-Software	3,500	0	3,500
039 500180 Telecommunications	14,200	0	14,200
050 500109 Personal Services-Temp	35,000	0	35,000
060 500601 Benefits	890,780	0	890,780
066 500543 Employee Training	2,500	0	2,500
068 500561 Remuneration	8,000	5,000	13,000
069 500567 Promotional Marketing Exp	66,500	(5,000)	61,500
070 500704 In-State Travel Reimbursement	125	0	125
Total	\$2,975,571	\$0	\$2,975,571
<b>Source of Funds</b>			
<b>Revenue:</b>			
004-409151 Federal Funds	\$1,013,192	\$0	\$1,013,192
009-405698 Agency Income	64,271	0	64,271
000-000015 Highway Funds	1,898,108	0	1,898,108
Total	\$2,975,571	\$0	\$2,975,571

04-096-096-960015-2938	Current Budget FY 2015	Requested Change	Revised Budget FY 2015
<b>Debt Service</b>			
<b>Expenses:</b>			
044 500400 Debt Service Other Agencies	\$11,996,484	\$82,000	\$12,078,484
Total	\$11,996,484	\$82,000	\$12,078,484
<b>Source of Funds</b>			
<b>Revenue:</b>			
000 000015 Highway Funds	\$11,996,484	\$82,000	\$12,078,484
Total	\$11,996,484	\$82,000	\$12,078,484

04-096-096-960015-2940	Current Budget FY 2015	Requested Change	Revised Budget FY 2015
<b>General Fund Overhead</b>			
<b>Expenses:</b>			
028 500292 Transfers to General Service	\$932,340	\$0	\$932,340
035 509035 Share Services Support	\$361,820	0	361,820
040 500800 Indirect Costs	2,050,000	(336,164)	1,713,836
Total	\$3,344,160	(\$336,164)	\$3,007,996
<b>Source of Funds</b>			
<b>Revenue:</b>			
000 000015 Highway Funds	\$3,344,160	(\$336,164)	\$3,007,996
Total	\$3,344,160	(\$336,164)	\$3,007,996

04-096-096-960015-2941	Current Budget FY 2015	Requested Change	Revised Budget FY 2015
<b>Compensation Benefits</b>			
<b>Expenses:</b>			
061 500536 Unemployment Compensation	\$42,750	\$0	\$42,750
062 500538 Workers Compensation	1,235,000	0	1,235,000
064 500540 Ret Pension Benefit Health Insurance	7,943,405	(501,780)	7,441,625
Total	\$9,221,155	(\$501,780)	\$8,719,375
<b>Source of Funds</b>			
<b>Revenue:</b>			
000 000015 Highway Funds	\$9,221,155	(\$501,780)	\$8,719,375
Total	\$9,221,155	(\$501,780)	\$8,719,375

04-096-096-962515-2943	Current Budget FY 2015	Requested Change	Revised Budget FY 2015
<b>Apportionment A-B</b>			
<b>Expenses:</b>			
073 500580 Grants Non Federal	\$400,000	\$0	\$400,000
414 502680 Block Grant Apportionment A	29,600,000	755,944	30,355,944
Total	\$30,000,000	\$755,944	\$30,755,944
<b>Source of Funds</b>			
<b>Revenue:</b>			
000 000015 Highway Funds	\$30,000,000	\$755,944	\$30,755,944
Total	\$30,000,000	\$755,944	\$30,755,944

04-096-096-960515-3005	Current Budget FY 2015	Requested Change	Revised Budget FY2015
<b>Mechanical Services</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Permanent	\$3,516,119	\$0	\$3,516,119
017 500147 FT Employees Special Payment	20,160	0	20,160

018 500106 Overtime	60,000	0	60,000
019 500105 Holiday Pay	1,800	0	1,800
020 500200 Current Expense	8,133,033	0	8,133,033
022 500255 Rents-Leases Other than State	26,714	3,000	29,714
023 500291 Heat, Electricity, Water	57,476	10,000	67,476
024 500225 Maint. Other than Bldg-Grounds	202,286	0	202,286
026 500251 Organizational Dues	500	0	500
028 500292 Transfers to General Service	335,060	0	335,060
030 500311 Equipment New Replacement	4,787,364	0	4,787,364
037 500174 Technology-Hardware	14,400	0	14,400
038 500175 Technology-Software	135,360	0	135,360
039 500180 Telecommunications	25,068	0	25,068
046 500463 Consultants	199	0	199
047 500240 Own Forces Maint Bldgs & Grnds	24,556	0	24,556
048 500226 Contractual Maint Bldgs & Grnds	7,058	7,000	14,058
050 500109 Personal Service Temp	199	0	199
057 500535 Books Periodicals Subscriptions	813	0	813
060 500601 Benefits	2,150,444	0	2,150,444
066 500543 Employee Training	50,400	(20,000)	30,400
070 500704 In-State Travel Reimbursement	1,500	0	1,500
080 500710 Out of State Travel	1,300	0	1,300
103 500741 Contracts for Op Services	18,262	0	18,262
Total	\$19,570,071	\$0	\$19,570,071
<b>Source of Funds</b>			
<b>Revenue:</b>			
004-403631 Intra Agency Transfers	\$639,634	\$0	\$639,634
009-405698 Agency Income	337,769	0	337,769
000-000015 Highway Funds	18,592,668	0	18,592,668
Total	\$19,570,071	\$0	\$19,570,071

04-096-096-962015-3025	Current Budget FY 2015	Requested Change	Revised Budget FY2015
<b>Highway Design Bureau</b>			
<b>Expenses:</b>			
010 500100 Personal Services - Permanent	\$6,720,441	\$0	\$6,720,441
018 500106 Overtime	250,000	(7,800)	242,200
020 500200 Current Expense	41,764	0	41,764
022 500255 Rents-Leases Other than State	12,360	0	12,360
024 500225 Maint. Other than Bldg-Grounds	10,000	0	10,000
026 500251 Organizational Dues	2,000	0	2,000
030 500311 Equipment New Replacement	37,760	0	37,760
037 500174 Technology-Hardware	25,000	0	25,000
038 500175 Technology-Software	10,000	0	10,000
039 500180 Telecommunications	20,000	7,800	27,800
050 500109 Personal Service Temp	35,279	0	35,279
060 500601 Benefits	3,449,715	0	3,449,715
066 500543 Employee Training	30,400	0	30,400
070 500704 In-State Travel Reimbursement	500	0	500
080 500710 Out of State Travel	7,800	0	7,800
102 500734 Contracts for Program Service	4,000	0	4,000
405 500881 Lilac Program	73,795	0	73,795
Total	\$10,730,814	\$0	\$10,730,814
<b>Source of Funds</b>			

<b>Revenue:</b>			
000-409151 Federal Funds	\$9,194,488	\$0	\$9,194,488
009-405698 Agency Income	598,947	0	598,947
009-405699 Agency Income	18,821	0	18,821
000-000015 Highway Funds	918,558	0	918,558
Total	\$10,730,814	\$0	\$10,730,814

<b>04-096-096-962015-3028</b>	<b>Current Budget FY2015</b>	<b>Requested Change</b>	<b>Revised Budget FY2015</b>
<b>Right of Way Bureau</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$1,721,801	\$0	\$1,721,801
018 500106 Overtime	30,000	0	30,000
020 500200 Current Expense	26,529	0	26,529
022 500255 Rents-Leases other than State	3,986	0	3,986
026 500251 Organizational Dues	6,000	0	6,000
030 500301 Equipment New Replacement	4,350	0	4,350
037 500174 Technology - Hardware	23,000	4,000	27,000
038 500175 Technology - Software	3,750	0	3,750
039 500180 Telecommunications	18,500	0	18,500
048 500226 Contractual Maint Bldgs & Grnds	2,399	0	2,399
050 500109 Personal Services - Temp	67,401	(4,000)	63,401
057 500535 Books Periodicals Subscriptions	7,100	0	7,100
060 500601 Benefits	832,786	0	832,786
066 500543 Employee Training	13,000	0	13,000
070 500704 In-State Travel Reimbursement	500	0	500
080 500710 Out of State Travel	690	0	690
401 500876 Land Interest	1,000	0	1,000
<b>Total</b>	<b>\$2,762,792</b>	<b>\$0</b>	<b>\$2,762,792</b>
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-409151 Federal Funds	\$956,268	\$0	\$956,268
009-405698 Agency Income	42,589	0	42,589
009-405699 Agency Income	170,356	0	243,501
000-000015 Highway Funds	1,593,579	0	1,593,579
<b>Total</b>	<b>\$2,762,792</b>	<b>\$0</b>	<b>\$2,762,792</b>

<b>04-096-096-962015-3036</b>	<b>Current Budget FY2015</b>	<b>Requested Change</b>	<b>Revised Budget FY2015</b>
<b>SPR Research Funds</b>			
<b>Expenses:</b>			
018 500106 Overtime	\$8,177	\$0	\$8,177
020 500200 Current Expense	38,165	0	38,165
026 500251 Organizational Dues	54,000	0	54,000
030 500311 Equipment New Replacement	87,158	(26,000)	61,158
037 500174 Technology- Hardware	20	0	20
038 500175 Technology-Software	4,235	0	4,235
039 500180 Telecommunications	1,000	0	1,000
046 500463 Consultants	838,469	0	838,469
048 500226 Contractual Maint Build-Grn	69,932	26,000	95,932
050 500109 Personal Services – Temp	31,748	0	31,748
057 500535 Books Periodicals Subscription	2,000	0	2,000
060 500601 Benefits	6,488	0	6,488
066 500543 Employee Training	38,500	0	38,500
070 500704 In-State Travel Reimbursement	6,000	0	6,000
080 500712 Out of State Travel Reimb	25,520	0	25,520

	Total	\$1,211,412	\$0	\$1,211,412
<b>Source of Funds</b>				
<b>Revenue:</b>				
000 409080 Federal Funds		\$1,211,412	\$0	\$1,211,412
	Total	\$1,211,412	\$0	\$1,211,412

**EXPLANATION**

The Department requests authorization to transfer budgeted account funds among the various accounts in order to pay for services incurred in meeting the State's transportation demands. Specific explanations relating to the Department's spending requests are as follows:

**Traffic Operations (3009) – 45.80% Federal Funds, 3.85% Intra-Agency Transfers, 1.97% Agency Income, 48.38% Highway Funds**

- Class 019      Increase Holiday Pay by \$700 to cover additional expenditure due to increased winter storm activity.
- Class 050      Increase Personal Services - Temporary by \$16,000. The mix of class 050 and 059 personnel varies due to hiring conditions. No additional temporary personnel are being hired; only current approved positions are being utilized. It has been determined that sufficient funds remain in Budgeted Benefits.
- Class 059      Decrease Temp Full Time by \$16,700. The mix of class 050 and 059 personnel varies due to hiring conditions, more class 050 personnel were used in FY15.

**Transportation Management Ctr (3052) –46.43% Intra-Agency Transfers, 1.74% Agency Income, 51.83% Highway Funds**

- Class 020      Decrease Current Expenses by \$45,500. The funding is available in this class based on expected purchases for the remainder of the year.
- Class 023      Increase Heat, Electricity, Water by \$9,000. This additional funding is necessary to cover electricity costs for Intelligent Transportation System (ITS) devices. When the budget was prepared, costs were estimated with best judgment on existing field devices, but due to an increase in new device installations, the projected costs are increasing.
- Class 030      Decrease Equipment New/Replacement by \$2,500. The funding is available in this class based on expected purchases for the remainder of the year.
- Class 050      Increase Personal Service Temp by \$42,000. This additional appropriation is needed to cover existing part-time salaries for the TMC Operation. The harsh winter began early in November which required the Bureau to move to full staffing sooner than normal budget practices causing a shortage in funding for the remainder of the fiscal year. No additional temporary personnel are being hired; only current approved positions are being utilized. It has been determined that sufficient funds remain in Budgeted Benefits.
- Class 066      Decrease Employee Training by \$3,000 as required training needs for FY15 have been reduced by management.

**Division of Finance (3001) 34.05% Federal Funds, 2.12% Agency Income and 63.79% Highway Funds**

- Class 068      Increase Remuneration by \$5,000 to cover the increase in small claims filed.
- Class 069      Decrease Promotional Marketing Expense by \$5,000. Funds are available in this class as a result of a reduction in advertised Federal projects.

**Debt Service (2938) – 100% Highway Funds**

- Class 044      Increase Debt Service Other Agencies by \$82,000 to correct balance needed for debt service payment as a result of general obligation bond issuance in December 2014.

**General Fund Overhead (2940) – 100% Highway Funds**

Class 040      Decrease Indirect Costs by \$336,164 as actual expenditures for FY15 are less than budgeted as a result of lower than budgeted SWCAP billing.

**Compensation Benefits (2941) – 100% Highway Funds**

Class 064      Decrease Retirement Pension Benefit Health Insurance by \$501,780 as actual costs are projected to be less than budgeted.

**Apportionment A-B (2943) – 100% Highway Funds**

Class 414      Increase Block Grant Apportionment A by \$755,944 due to calculation performed in FY 2015 on FY 2014 actual revenues were greater than anticipated in the budget estimate.

**Mechanical Services (3005) – 3.27% Intra Agency Transfers, 1.72% Agency Income, 95.01% Highway Funds**

Class 022      Increase Rents-Leases other than State by \$3,000. Increased cost of tank rentals from new contract for compressed gases required for daily operations.

Class 023      Increase Heat, Electricity, Water by \$10,000, unseasonably cold weather has caused additional usage of heating oil required to heat four satellite garages.

Class 048      Increase Contractual Maintenance by \$7,000 for required repairs to overhead crane systems in several facilities that are critical to daily operations.

Class 066      Decrease Employee Training by \$20,000. Funding is available due to reductions in Out-of State Travel.

**Highway Design Bureau (3025) 85.68% Federal Funds, 5.76% Agency income, 8.56% Highway Funds**

Class 018      Decrease Overtime by \$7,800. Overtime usage will be managed to accommodate this request.

Class 039      Increase Telecommunications by \$7,800 as actual expense is greater than estimated budget as a result of a new phone system.

**Right of Way Bureau (3028) 34.61% Federal Funds, 7.71% Agency Income, 57.68% Highway Funds**

Class 037      Increase Technology - Hardware by \$4,000 due to the price increase from the budgeted cost for the purchase of required plotter.

Class 050      Decrease Personal Service Temp by \$4,000. The expenditures in this class will be managed to accommodate this request.

**SPR Research Funds (3036) – 100% Federal Funds**

Class 030      Decrease Equipment New Replacement by \$26,000 as a result of the reduced need to purchase equipment for in-house research.

Class 048      Increase Contractual Maintenance Building and Grounds by \$26,000 due to an increase of the actual bid cost from the budgeted amount of the chemical laboratory noise mitigation project.

The following is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985 to support the above requested actions:

1. Does transfer involve continuing programs or one-time projects?  
Transfers are for continuing programs (not one-time).
2. Is this transfer required to maintain existing program level or will it increase program level?  
Transfers are to maintain existing program levels (no increase in program level).

3. Cite any requirements, which make this program necessary.  
RSA 21-L:2, in part, establishes that the Department will be responsible for planning, developing, and maintaining a state transportation network. This transfer will facilitate the accomplishment of this responsibility.
4. Identify the source of funds on all accounts listed on this transfer.  
Source of funds is Federal Funds, Private Local Funds, Intra Agency Transfer, Highway Funds and Agency Income.
5. Will there be any effect on revenue if this transfer is approved or disapproved?  
This transfer will have no effect on revenue.
6. Are funds expected to lapse if this transfer is not approved?  
Should funds lapse as a result of not approving this request for project funding, such funds will lapse to their respective account fund balances.
7. Are personal services involved?  
No new positions are requested with this transfer.

Your approval of this resolution is respectfully requested.

Sincerely,



David J. Brillhart, P.E.  
Acting Commissioner