



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan  
Commissioner

William Cass, P.E.  
Assistant Commissioner

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MAY 25 '19 10:11:12 AM

The Honorable Mary Jane Wallner, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

Bureau of Mechanical Services  
May 9, 2019

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Pursuant to RSA 9:16-a, I, authorize the Department of Transportation to transfer \$300,687.00 between various accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2019. 100% Highway Funds.

04-096-096-960515-3005	Current Budget FY2019	Requested Change	Revised Budget FY2019
<b>Mechanical Service</b>			
<b>Expenses:</b>			
010 500100 Personal Services Perm Class	\$3,958,412	\$0	\$3,958,412
017 500147 FT Employees Special Payment	24,840	0	24,840
018 500106 Overtime	70,000	0	70,000
019 500105 Holiday Pay	1,500	0	1,500
020 500200 Current Expenses	3,206,285	300,687	3,506,972
022 500257 Rent Leases Other Than State	29,001	0	29,001
023 500291 Heat Electricity Water	49,698	0	49,698
024 500225 Maint. Other than Build- Grn	415,448	(233,650)	181,798
026 500251 Organizational Dues	600	0	600
028 582814 Transfer To General Services	375,219	0	375,219
030 500311 Equipment New Replacement	6,879,106	0	6,879,106
037 500174 Technology – Hardware	4,604	0	4,604
038 500175 Technology –Software	137,097	(67,037)	70,060
039 500180 Telecommunications	30,200	0	30,200
046 500416 Consultants	199	0	199
047 500240 Own Forces Maint Build-Grn	43,470	0	43,470
048 500226 Contractual Maint Build-Grn	114,609	0	114,609
050 500109 Personal Service – Temp-Appoint	20,000	0	20,000
057 500535 Books Periodicals Subscription	800	0	800
060 500601 Benefits	2,492,397	0	2,492,397
066 500543 Employee Training	8,450	0	8,450
070 500704 In State Travel Reimbursement	1,000	0	1,000

<b>04-096-096-960515-3005</b>	<b>Current Budget FY2019</b>	<b>Requested Change</b>	<b>Revised Budget FY2019</b>
<b>Mechanical Service</b>			
<b>Expenses:</b>			
080 500710 Out of State Travel Reimbursement	10,875	0	10,875
103 500741 Contracts for Op Services	14,500	0	14,500
<b>Total</b>	<b>\$17,888,310</b>	<b>\$0</b>	<b>\$17,888,310</b>

<b>Source of Funds</b>			
<b>Revenue:</b>			
000 400338 Federal Funds	\$0	\$0	\$0
004 403631 Intra Agency Transfer	826,000	0	826,000
007 407073 Agency Income	3,776,250	0	3,776,250
009 402155 Agency Income	229,814	0	229,814
000 000015 Highway Funds	13,056,246	0	13,056,246
<b>Total</b>	<b>\$17,888,310</b>	<b>\$0</b>	<b>\$17,888,310</b>

### 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:

#### **Mechanical Services (3005) – 4.62% Intra Agency, 22.39% Agency Income, 72.99% Highway Funds**

- Class 020      Increase Current Expenses by \$300,687.  
Funds are needed to cover higher than anticipated expenses with regards to vehicle maintenance on the older diesel engines.
- Class 024      Decrease Maintenance Other Than Building-Ground by \$233,650 Funds are available due to lower repair costs on the aerial lift truck and the crane truck. These repairs are performed by an outside vendor.
- Class 038      Decrease Technology-Software by \$67,037. Funds are available due to lower annual maintenance costs and no requested enhancements for the Fleet Software (M5).

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

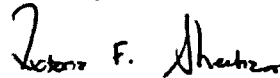
1. Does transfer involve continuing programs or one-time projects?  
Transfers are for continuing programs (not one-time).
2. Is this transfer required to maintain existing program level or will it increase program level?  
Transfers are to maintain existing program levels (no increase in program level).
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 are Federal Funds, Intra Agency Income, Agency Income and Highway Funds.
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?  
The transfer does not result in any new positions.

Your approval of this resolution is respectfully requested.

Sincerely,



Victoria F. Sheehan  
Commissioner