



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



15

CHRISTOPHER D. CLEMENT, SR.  
COMMISSIONER

JEFF BRILLHART, P.E.  
ASSISTANT COMMISSIONER

August 27, 2014  
Division of Project Development

The Honorable Mary Jane Wallner, 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 establish various non-budgeted classes in various accounting units and to transfer \$349,466 between various accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2015.

04-096-096-960215-3001	Current Budget FY2015	Requested Change	Revised Budget FY2105
<b>Division of Finance</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$1,662,449	\$0	\$1,662,449
018 500106 Overtime	13,999	20,000	33,999
020 500200 Current Expense	195,431	(44,500)	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	400	1,500	1,900
037 500174 Technology-Hardware	1,000	2,500	3,500
038 500175 Technology-Software	1,000	2,500	3,500
039 500180 Telecommunications	14,200	0	14,200
050 500109 Personal Services-Temp	0	35,000	35,000
060 500601 Benefits	944,143	0	944,143
066 500543 Employee Training	0	2,500	2,500
068 500561 Remuneration	5,000	3,000	8,000
069 500567 Promotional Marketing Exp	89,000	(22,500)	66,500
070 500704 In-State Travel Reimbursement	125	0	125
Total	\$3,080,015	\$0	\$3,080,015

<b>Source of Funds</b>			
<b>Revenue:</b>			
004-409151 Federal Funds	\$1,030,355	\$0	\$1,030,355
009-405698 Agency Income	65,344	0	65,344
000-000015 Highway Funds	1,984,316	0	1,984,316
Total	\$3,080,015	\$0	\$3,080,015

	<b>Current Budget FY2015</b>	<b>Requested Change</b>	<b>Revised Budget FY2015</b>
<b>04-096-096-963515-3054</b>			
<b>Consolidated Federal</b>			
<b>Expenses:</b>			
018 500106 Overtime	\$206,771	\$0	\$206,771
020 500200 Current Expense	104,439	0	104,439
022 500255 Rents-Leases Other than State	23,969	0	23,969
023 500291 Heat, Electricity, Water	89,496	0	89,496
024 500225 Maint. Other than Building-Grn	258,909	0	258,909
026 500251 Organizational Dues	110,250	0	110,250
030 500311 Equipment	257,022	0	257,022
038 500177 Technology – Software	56,168	125,200	181,368
039 500180 Telecommunications	2,975	0	2,975
046 500463 Consulting	61,791,696	0	61,791,696
049 500294 Transfer to Other State Agencies	121,410	0	121,410
050 500109 Personal Services-Temp	357,643	0	357,643
060 500601 Benefits	69,443	0	69,443
066 500545 Employee Training	19,266	0	19,266
070 500704 In-State Travel	269,795	0	269,795
080 500710 Out of State Travel	43,041	0	43,041
102 500734 Contracts for Program Services	20,000	0	20,000
103 502664 Contracts for Op Services	1,050,000	0	1,050,000
400 500870 Construction-Repairs & Materials	252,299,494	(125,200)	252,174,294
401 500877 Land Interest	89,723,365	0	89,723,365
Total	\$406,875,152	\$0	\$406,875,152
<b>Source of Funds</b>			
<b>Revenue:</b>			
000 409151 Federal Funds	\$392,793,446	\$0	\$392,793,446
005 402851 Private Local Funds	1,226,915		1,226,915
009 401771 Agency Income	89,008		89,008
000 000015 Highway Fund	12,765,783		12,765,783
Total	\$406,875,152	\$0	\$406,875,152

<b>04-096-096-962015-3033</b>	<b>Current Budget FY2015</b>	<b>Requested Change</b>	<b>Revised Budget FY2015</b>
<b>Bridge Design Bureau</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$2,170,363	\$0	\$2,170,363
018 500106 Overtime	75,000	0	75,000
020 500200 Current Expense	18,250	0	18,250
022 500255 Rents-Leases Other than State	3,812	0	3,812
026 500251 Organizational Dues	30,000	(30,000)	0
030 500301 Equipment New Replacement	9,600	0	9,600
038 500175 Technology - Software	8,900	30,000	38,900
039 500180 Telecommunications	11,500	0	11,500
050 500109 Personal Services – Temp	15,000	0	15,000
057 500535 Books Periodicals Subscription	4,000	0	4,000
060 500601 Benefits	1,145,425	0	1,145,425
070 500704 In-State Travel Reimbursement	250	0	250
400 500870 Construction Repair	1,190	0	1,190
Total	\$3,493,290	\$0	\$3,493,290
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-409151 Federal Funds	\$1,161,720	\$0	\$1,161,720
009-405698 Agency Income	72,611	0	72,611
009-405699 Agency Income	296,471	0	296,471
000-000015 Highway Funds	1,962,488	0	1,962,488
Total	\$3,493,290	\$0	\$3,493,290

<b>04-096-096-962015-3034</b>	<b>Current Budget FY2015</b>	<b>Requested Change</b>	<b>Revised Budget FY2015</b>
<b>Materials and Research Bureau</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$2,781,067	\$0	\$2,781,067
017 500147 FT Employees Special Payments	1,680	0	1,680
018 500106 Overtime	125,000	0	125,000
019 500105 Holiday Pay	1,000	0	1,000
020 500200 Current Expense	28,174	57,550	85,724
022 500255 Rents-Leases Other than State	3,728	0	3,728
024 500225 Maint Other than Build-Grn	1,350	18,150	19,500
028 500000 Transfers to General Service	189,382	0	189,382
030 500311 Equipment New Replacement	35,300	0	35,300
037 500174 Technology- Hardware	1,500	0	1,500
038 500175 Technology – Software	3,400	0	3,400
039 500180 Telecommunications	19,100	0	19,100
046 500464 Consultants	0	21,000	21,000
050 500109 Personal Services – Temp	18,000	0	18,000

057 500535 Books Periodicals Subscription	3,200	4,300	7,500
060 500601 Benefits	1,617,648	0	1,617,648
070 500704 In-State Travel Reimbursement	23,000	(9,360)	13,640
Total	\$4,852,529	\$91,640	\$4,944,169
<b>Source of Funds</b>			
<b>Revenue:</b>			
000 409151 Federal Funds	\$3,539,329	\$0	\$3,539,329
009 405698 Agency Income	110,711	0	110,711
009 405699 Agency Income	424,230	0	424,230
000 000015 Highway Funds	778,259	91,640	869,899
Total	\$4,852,529	\$91,640	\$4,944,169

<b>04-096-096-960315-5031</b>	<b>Current Budget FY2015</b>	<b>Requested Change</b>	<b>Revised Budget FY2015</b>
<b>Office of Stewardship and Compliance</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$384,939	\$0	\$384,939
018 500106 Overtime	1,500	0	1,500
020 500200 Current Expense	4,770	(766)	4,004
026 500251 Organizational Dues	885	0	885
030 500301 Equipment New Replacement	200	0	200
037 500174 Technology- Hardware	500	0	500
039 500180 Telecommunications	7,000	0	7,000
060 500601 Benefits	172,416	0	172,416
066 500543 Employee Training	250	766	1,016
070 500704 In-State Travel Reimbursement	100	0	100
Total	\$572,560	\$0	\$572,560
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-000015 Highway Funds	\$572,560	\$0	\$572,560
Total	\$572,560	\$0	\$572,560

<b>04-096-096-960515-3009</b>	<b>Current Budget FY2015</b>	<b>Requested Change</b>	<b>Revised Budget FY2015</b>
<b>Traffic Bureau</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$2,964,523	\$0	\$2,964,523
017 500147 FT Employees Special Payments	4,199	0	4,199
018 500106 Overtime	310,000	0	310,000
019 500105 Holiday Pay	500	0	500
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	0	3,000	3,000
038 500175 Technology-Software	0	2,000	2,000
039 500180 Telecommunications	30,150	0	30,150
047 500240 Own Forces Maint Build-Grn	15,510	0	15,510
048 500226 Contractual Maint Build-Grn	96,096	0	96,096
050 500109 Personal Services – Temp	41,962	0	41,962
057 500535 Books Periodicals Subscription	0	2,000	2,000
059 500117 Temp Full Time	42,113	0	42,113
060 500601 Benefits	1,819,282	0	1,819,282
066 500543 Employee Training	3,470	0	3,470
070 500704 In-State Travel Reimbursement	16,000	17,000	33,000
103 500103 Contracts for Op Services	66,000	(24,000)	42,000
Total	\$10,283,767	\$0	\$10,283,767
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-409151 Federal Funds	\$4,625,207	\$0	\$4,625,207
004-403631 Intra Agency Transfers	477,817	0	477,817
007-402193 Agency Income	27,800	0	27,800
009-405698 Agency Income	178,663	0	178,663
000-000015 Highway Funds	4,974,280	0	4,974,280
Total	\$10,283,767	\$0	\$10,283,767

<b>04-096-096-962015-3021</b>	<b>Current Budget FY2015</b>	<b>Requested Change</b>	<b>Revised Budget FY2015</b>
<b>Transportation Planning Bureau</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$1,748,455	\$0	\$1,748,455
018 500106 Overtime	45,000	0	45,000
020 500200 Current Expense	12,300	(1,500)	10,800
022 500255 Rents-Leases Other than State	2,621	0	2,621
038 500175 Technology – Software	85,500	0	85,500
039 500180 Telecommunications	11,500	0	11,500
050 500109 Personal Services – Temp	0	1,500	1,500
060 500601 Benefits	951,308	0	951,308
070 500704 In-State Travel Reimbursement	300	0	300
Total	\$2,856,984	\$0	\$2,856,984
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-409151 Federal Funds	\$864,234	\$0	\$864,234
009-405698 Agency Income	57,331	0	57,331
009-405699 Agency Income	220,586	0	220,586
000-000015 Highway Funds	1,714,833	0	1,714,833
Total	\$2,856,984	\$0	\$2,856,984

<b>04-096-096-962015-3035</b>	<b>Current Budget FY 2014</b>	<b>Requested Change</b>	<b>Revised Budget</b>
<b>Construction Bureau</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$5,960,074	\$0	\$5,960,074
018 500106 Overtime	700,000	0	700,000
019 500105 Holiday Pay	22,999	0	22,999
020 500200 Current Expense	30,500	0	30,500
022 500255 Rents-Leases Other than State	10,748	0	10,748
024 500225 Maint Other than Build-Grn	2,000	0	2,000
030 500301 Equipment New Replacement	26,000	0	26,000
037 500174 Technology- Hardware	247	0	247
038 500175 Technology - Software	1,000	0	1,000
039 500180 Telecommunications	19,000	0	19,000
050 500109 Personal Services – Temp	511,011	(91,640)	419,371
057 500535 Books Periodicals Subscription	2,000	0	2,000
060 500601 Benefits	3,475,579	0	3,475,579
070 500704 In-State Travel Reimbursement	250,000	0	250,000
102 500734 Contracts for Program Service	3,000	0	3,000
Total	\$11,014,158	(\$91,640)	\$10,922,518
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-409151 Federal Funds	\$4,592,212	\$0	\$4,592,212
009-405698 Agency Income	227,012	0	227,012
009-405699 Agency Income	875,406	0	875,406
000-000015 Highway Funds	5,319,528	(91,640)	5,227,888
Total	\$11,014,158	(\$91,640)	\$10,922,518

### EXPLANATION

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

#### **Division of Finance (3001) 33.45% Federal Funds, 2.12% Agency Income and 64.43% Highway Funds**

- Class 018      Increase Overtime by \$20,000 to assist in the scanning of invoices, matching and auditing spreadsheets, payroll, year end, provide full-time vacancy coverage, fielding calls and other associated duties. It is anticipated that there is sufficient funding for associated benefits.
- Class 020      Decrease Current Expenses by \$44,500. Expenditures in this class will be managed to accommodate this request.
- Class 030      Increase Equipment New Replacement by \$1,500 to purchase two chairs needed as a result of the recent approval by the Division of Personnel of the reclassifications of existing vacant DOT staff and for the replacement of a troubled printer.

- Class 037 Increase Technology-Hardware by \$2,500 to purchase six scanners to enhance productivity and improve efficiencies of Finance operations.
- Class 038 Increase Technology-Software by \$2,500 for continued use of BNA Fixed Asset software license.
- Class 050 Increase Personal Services-Temp by \$35,000. Transfer is required for continued funding of three approved and authorized part-time positions. It is anticipated that there is sufficient funding for associated benefits.
- Class 066 Increase Employee Training by \$2,500 to upgrade and advance staff knowledge and proficiencies relative to automated spreadsheet skills. Improved skills in this area will improve efficiencies and enhance reporting techniques in both process and timeliness.
- Class 068 Increase Remuneration by \$3,000 to fund increases in year to date small claims paid over estimated budgeted funds.
- Class 069 Decrease Promotional Marketing Expense by \$22,500. Funds are available in this class as a result of year to date construction advertising lower than estimated budget.

**Consolidated Federal (3054) 96.54% Federal Funds, 0.30% Private Local Funds, 0.02% Agency Income and 3.14% Highway Funds**

- Class 038 Increase Technology – Software by \$125,200 to align appropriation to correct class to pay \$100,200 for maintenance of Intelligent Transportation System (ITS) software and \$25,000 for AASHTOWare Safety Analyst Site License.
- Class 400 Decrease Construction-Repairs and Materials by \$125,200 to align appropriation to correct class to pay \$100,200 for maintenance of Intelligent Transportation System (ITS) software and \$25,000 for AASHTOWare Safety Analyst Site License.

**Bridge Design Bureau (3033) 33.25% Federal Funds, 10.57% Agency Income, 56.18% Highway Funds**

- Class 026 Decrease Organizational dues by \$30,000 to align appropriation to correct class for AASHTOWare software access for PONTIS.
- Class 038 Increase Technology – Software by \$30,000 to align appropriation to correct class for AASHTOWare software access for PONTIS.

**Materials and Research Bureau (3034) – 72.94% Federal Funds, 11.02% Agency Income, 16.04% Highway Funds**

- Class 020 Increase Current Expenses by \$57,550. These costs were originally budgeted as participating Federal funds, it is now determined however, there is no federal funding and instead will be funded with Highway funds. No new funds are requested.
- Class 024 Increase Maintenance Other Than Building and Grounds by \$18,150. These costs were originally budgeted as participating Federal funds, it is now determined however, there is no federal funding and instead will be funded with Highway funds. No new funds are requested.

- Class 046 Increase Consultants by \$21,000. These costs were originally budgeted as participating Federal funds, it is now determined however, there is no federal funding and instead will be funded with Highway funds. No new funds are requested.
- Class 057 Increase Books Periodicals Subscriptions by \$4,300. These costs were originally budgeted as participating Federal funds, it is now determined however, there is no federal funding and instead will be funded with Highway funds. No new funds are requested.
- Class 070 Decrease In-State Travel Reimbursement by \$9,360 as requirements will be closely monitored and managed to provide funding for the requested transfer.

**Office of Stewardship and Compliance (5031) 100% Highway Funds**

- Class 020 Decrease Current Expenses by \$766. Expenditures in this class will be managed to accommodate this request.
- Class 066 Increase Employee Training by \$766 to purchase Safe Training DVDs and for the increased cost of NHDES Hazardous Waste Certification training.

**Traffic Bureau (3009) 44.98% Federal Funds; 48.37% Highway Funds; 4.65% Intra-Agency Transfers and 2.00% Agency Income.**

- Class 037 Increase Technology-Hardware by \$3,000 to provide upgrades to existing equipment (drives, monitors, memory, etc).
- Class 038 Increase Technology-Software by \$2,000 to purchase Corel Draw software upgrade for design of highway signs now available after budgeted estimates.
- Class 057 Increase Books Periodicals Subscriptions by \$2,000 to provide for the purchase of books, manuals, and journals that will update sign specifications to current national standards.
- Class 070 Increase In-State Travel Reimbursement by \$17,000 to cover additional travel expense required by the existing Pavement Marking traffic control program to locate crews throughout the state based on weather conditions and equipment availability. This transfer will enhance productivity of crews at locations throughout the state.
- Class 103 Decrease Contracts for Op Services by \$24,000. Actual trash removal contract is less than estimated budgeted funds.

**Transportation Planning Bureau (3021) 30.25% Federal Funds; 9.73% Agency Income and 60.02% Highway Funds.**

- Class 020 Decrease Current Expenses by \$1,500. These costs were originally budgeted as participating Federal funds, it is now determined however, there is no federal funding and instead will be funded with Highway funds. No new funds are requested.
- Class 050 Increase Personal Services-Temp by \$1,500. These costs were originally budgeted as participating Federal funds, it is now determined however, there is no federal funding and instead will be funded with Highway funds. No new funds are requested. The position has been

previously authorized and approved. It is anticipated that there is sufficient funding for associated benefits.

**Construction Bureau (3035) 41.69% Federal Funds, 10.01% Agency income, 48.30% Highway Funds**

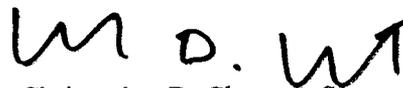
Class 050      Decrease Personal Services - Temporary by \$91,640. The need for temporary employees is less as a result of reduced need for temporary field inspectors on construction projects.

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 Agency Income, Federal Funds, Private Local Funds 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,



Christopher D. Clement, Sr.  
Commissioner