



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.  
COMMISSIONER

JEFF BRILLHART, P.E.  
ASSISTANT COMMISSIONER

October 13, 2014  
Project Development Division

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 \$326,000 between various accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2015.

04-096-096-960515-5032	Current Budget FY2015	Requested Change	Revised Budget FY2015
<b>Oversize &amp; Overweight Permits</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$117,998	\$0	\$117,998
018 500106 Overtime	1,030	0	1,030
020 500200 Current Expense	1,133	0	1,133
037 500174 Technology – Hardware	2,166	0	2,166
038 500175 Technology - Software	21,030	0	21,030
039 500180 Telecommunications	0	1,000	1,000
046 500463 Consultants	20,600	(1,000)	19,600
049 500294 Transfer to Other State Agency	15,999	0	15,999
050 500109 Personal Services – Temp	52,023	0	52,023
060 500601 Benefits	99,758	0	99,758
Total	\$331,737	\$0	\$331,737
<b>Source of Funds</b>			
<b>Revenue:</b>			
009 407210 Agency Income	\$331,737	\$0	\$331,737
Total	\$331,737	\$0	\$331,737

04-096-096-960515-2928	Current Budget FY2015	Requested Change	Revised Budget FY2015
<b>Winter Maintenance</b>			
<b>Expenses:</b>			
017 500147 FT Employees Special Pay	\$547,680	\$0	\$547,680
018 500106 Overtime	3,418,809	0	3,418,809
019 500105 Holiday Pay	33,109	0	33,109
020 500200 Current Expense	10,598,836	0	10,598,836
022 500255 Rents-Leases Other than State	6,723,615	(80,000)	6,643,615

023 500291 Heat Electricity Water	717,128	0	717,128
024 500225 Maint Other than Build-Grnds	2,906	0	2,906
030 500301 Equipment New Replacement	105,532	80,000	185,532
039 500180 Telecommunications	92,700	0	92,700
047 500240 Own Forces Maint Build-Grnds	17,565	0	17,565
048 500226 Contractual Maint Build-Grnds	20,628	0	20,628
050 500109 Personal Services – Temp	150,000	0	150,000
060 500601 Benefits	800,921	0	800,921
070 500704 In-State Travel Reimbursement	129,614	0	129,614
103 500103 Contracts for Op Services	21,310	0	21,310
Total	\$23,380,353	\$0	\$23,380,353
<b>Source of Funds</b>			
<b>Revenue:</b>			
004-403631 Intra Agency Transfers	\$200,000	\$0	\$200,000
000-000015 Highway Funds	23,180,353	0	23,180,353
Total	\$23,380,353	\$0	\$23,380,353

<b>04-096-096-960515-3048</b>	<b>Current Budget FY2015</b>	<b>Requested Change</b>	<b>Revised Budget FY2015</b>
<b>Maintenance Critical Repair</b>			
<b>Expenses:</b>			
018 500106 Overtime	\$5,150	(\$5,000)	\$150
020 500200 Current Expense	24,016	(20,000)	4,016
022 500255 Rents-Leases Other than State	20,600	(20,000)	600
024 500225 Maint Other than Build-Grnds	86,520	(86,000)	520
030 500311 Equipment New Replacement	36,293	0	36,293
037 500174 Technology-Hardware	5,150	(5,000)	150
038 500175 Technology-Software	1,030	(1,000)	30
039 500180 Telecommunications	1,030	(1,000)	30
046 500463 Consultants	57,034	0	57,034
047 500240 Own Forces Maint Build-Grnds	91,917	0	91,917
048 500226 Contractual Maint Build-Grnds	110,754	138,000	248,754
060 500601 Benefits	1,018	0	1,018
400 500870 Construction Repair Material	1,133	0	1,133
Total	\$441,645	\$0	\$441,645
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-000015 Highway Funds	\$441,645	\$0	\$441,645

<b>04-096-096-960515-2073</b>	<b>Current Budget FY2015</b>	<b>Requested Change</b>	<b>Revised Budget FY2015</b>
<b>Asset Maintenance &amp; Preservation</b>			
<b>Expenses:</b>			
018 500106 Overtime	\$5,150	(\$5,000)	\$150
020 500200 Current Expense	20,619	(20,000)	619
022 500255 Rents-Leases Other than State	20,600	(20,000)	600
046 500463 Consultants	26,050	0	26,050
047 500240 Own Forces Maint Bldgs & Grnds	186,141	(22,000)	164,141
048 500226 Contractual Maint Bldgs & Grnds	103,731	82,000	185,731
050 500109 Personal Service Temp	15,000	(15,000)	0
060 500601 Benefits	2,166	0	2,166
400 500870 Construction Repair Material	1,030	0	1,030
Total	\$380,487	\$0	\$380,487

<b>Source of Funds</b>			
<b>Revenue:</b>			
000 000015 Highway Fund	\$380,487	\$0	\$380,487

04-096-096-962015-3025	Current Budget FY2015	Requested Change	Revised Budget FY2015
<b>Highway Design Bureau</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$6,980,599	\$0	\$6,980,599
018 500106 Overtime	250,000	0	250,000
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 Build-Grnds	10,000	0	10,000
026 500251 Organizational Dues	2,000	0	2,000
030 500301 Equipment New Replacement	62,760	(25,000)	37,760
037 500174 Technology - Hardware	0	25,000	25,000
038 500175 Technology - Software	10,000	0	10,000
039 500180 Telecommunications	20,000	0	20,000
050 500109 Personal Services - Temp	35,279	0	35,279
060 500601 Benefits	3,712,301	0	3,712,301
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	\$11,253,558	\$0	\$11,253,558
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-409151 Federal Funds	\$9,194,488	\$0	\$9,194,488
009-405698 Agency Income	1,081,179	0	1,081,179
009-405699 Agency Income	18,821	0	18,821
000-000015 Highway Funds	959,070	0	959,070
Total	\$11,253,558	\$0	\$11,253,558

**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:

**Oversize & Overweight Permits (5032) – 100% Agency Income**

Class 039      Increase Telecommunications by \$1,000 as actual expense is greater than estimated budget as a result of a new phone system.

Class 046      Decrease Consultants by \$1,000. The expenditures in this class will be managed to accommodate this transfer.

**Winter Maintenance (2928) 99.14% Highway Funds; and 0.86% Intra-Agency Transfers**

Class 022      Decrease Rents-Leases Other than State by \$80,000. The expenditures in this class will be managed to accommodate this transfer.

Class 030 Increase Equipment New Replacement by \$80,000 to purchase Calcium Chlorine tanks for winter maintenance. The Department has determined that the purchase of additional tanks will improve operation efficiencies and meet environmental impact requirements.

**Maintenance Critical Repair (3048) - 100% Highway Funds**

Class 018 Decrease Overtime by \$5,000  
Class 020 Decrease Current Expense by 20,000  
Class 022 Decrease Rents-Leases Other than State by \$20,000  
Class 024 Decrease Maintenance Other than Building and Grounds by \$86,000  
Class 037 Decrease Technology-Hardware by \$5,000  
Class 038 Decrease Technology-Software by \$1,000  
Class 039 Decrease Telecommunications by \$1,000  
Class 048 Increase Contractual Maintenance Building-Grounds by \$138,000

The above request is necessitated as a result of critical repairs and priorities changing as things deteriorate or break during the fiscal year. Projects this fiscal year include: well replacement, garage door replacement and repair, electrical work, chimney repair, insulation installation and other unforeseen needs.

**Asset Maintenance & Preservation (2073) – 100% Highway Funds**

Class 018 Decrease Overtime by \$5,000  
Class 020 Decrease Current Expense by \$20,000  
Class 022 Decrease Rents-Leases Other than State by \$20,000  
Class 047 Decrease Own Forces Maintenance Building-Grounds by \$22,000  
Class 048 Increase Contractual Maintenance Building-Grounds by \$82,000  
Class 050 Decrease Personal Services - Temporary by \$15,000

The above request is necessitated as a result of unforeseen conditions during the fiscal year. This request primarily relates to the removal of mold discovered in the Manchester patrol shed. The requested transfers are to realign the appropriations based on project needs as determined by Division of Operation's management.

**Highway Design Bureau (3025) 81.70% Federal Funds, 9.77% Agency income, 8.53% Highway Funds**

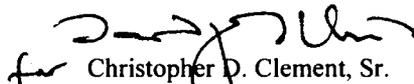
Class 030 Decrease Equipment New/Replacement by \$25,000 to align appropriation to correct class to purchase necessary computer hardware.  
Class 037 Increase Technology - Hardware by \$25,000 to align appropriation to correct class to purchase necessary computer hardware.

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?  
The transfer does not result in any new positions.

Your approval of this resolution is respectfully requested.

Sincerely,

  
for Christopher D. Clement, Sr.  
Commissioner