



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION

92 FIS 13 261  
Beal

CHRISTOPHER D. CLEMENT, SR.  
COMMISSIONER

JEFF BRILLHART, P.E.  
ASSISTANT COMMISSIONER

November 05, 2013  
Division of Operations

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

*M. J. Wallner* 11/22/13  
Approved by Fiscal Committee Date

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

**REQUESTED ACTION**

Pursuant to Chapter 144:95, L2013, authorize the Department of Transportation to transfer \$260,450 between Highway Fund accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2014.

04-096-096-960515-3005	Current Budget FY2014	Requested Change	Revised Budget FY2014
<b>Mechanical Services</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Permanent	\$3,298,690	\$0	\$3,298,690
017 500147 FT Employees Special Pay	20,160	0	20,160
018 500106 Overtime	54,999	0	54,999
019 500105 Holiday pay	1,801	0	1,801
020 500200 Current Expense	8,315,604	(61,000)	8,254,604
022 500255 Rents-Leases Other than State	26,618	0	26,618
023 500291 Heat, Electricity, Water	54,182	0	54,182
024 500225 Maint. Other than Bldg-Grounds	108,761	61,000	169,761
026 500251 Organizational Dues	500	0	500
028 500292 Transfer to General Services	315,358	0	315,358
030 500301 Equipment New Replacement	4,887,331	0	4,887,331
037 500174 Technology-Hardware	43,098	0	43,098
038 500175 Technology-Software	85,000	0	85,000
039 500180 Telecommunications	34,484	0	34,484
046 500463 Consultants	199	0	199
047 500240 Own Forces Maint Bldgs & Grnds	20,231	0	20,231

048 500226 Contractual Maint Bldgs & Grnds	7,000	0	7,000
050 500109 Personal Service Temp	199	0	199
057 500535 Books Periodicals Subscriptions	813	0	813
060 500601 Benefits	2,102,829	0	2,102,829
066 500543 Employee Training	50,400	0	50,400
070 500704 In-State Travel Reimbursement	1,500	0	1,500
080 500710 Out of State Travel	4,900	0	4,900
103 500103 Contracts for Op Services	17,730	0	17,730
Total	\$19,452,387	\$0	\$19,452,387
<b>Source of Funds</b>			
<b>Revenue:</b>			
004 403631 Intra Agency Transfer	\$630,752	\$0	\$630,752
009 405698 Agency Income	327,441	0	327,441
000 000015 Highway Fund	18,494,194	0	18,494,194
Total	\$19,452,387	\$0	\$19,452,387

04-096-096-960515-3009	Current Budget FY 2014	Requested Change	Revised Budget FY2014
<b>Traffic Bureau</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Perm	\$2,730,953	\$0	\$2,730,953
017 500147 FT Employees Special Payments	4,198	0	4,198
018 500106 Overtime	310,000	0	310,000
019 500105 Holiday Pay	501	0	501
020 500200 Current Expense	4,209,425	(20,450)	4,188,975
022 500255 Rents-Leases Other than State	8,773	450	9,223
023 500291 Heat Electricity Water	275,940	0	275,940
024 500225 Maint Other than Build-Grn	56,700	0	56,700
030 500311 Equipment New Replacement	83,362	0	83,362
037 500174 Technology- Hardware	10,000	0	10,000
038 500175 Technology-Software	500	0	500
039 500180 Telecommunications	28,650	0	28,650
047 500240 Own Forces Maint Build-Grn	9,000	0	9,000
048 500226 Contractual Maint Build-Grn	137,371	0	137,371
050 500109 Personal Services – Temp	40,000	50,000	90,000
057 500535 Books Periodicals Subscription	199	0	199
059 500117 Temp Full Time	40,000	(30,000)	10,000
060 500601 Benefits	1,654,554	0	1,654,554
066 500543 Employee Training	7,200	0	7,200
070 500704 In-State Travel Reimbursement	41,000	0	41,000
103 500103 Contracts for Op Services	66,000	0	66,000
Total	\$9,714,326	\$0	\$9,714,326

<b>Source of Funds</b>				
<b>Revenue:</b>				
000-409151 Federal Funds		\$4,236,493	\$0	\$4,236,493
004-403630 Intra Agency Transfers		440,000	0	440,000
007-402193 Agency Income		26,700	0	26,700
009-405699 Agency Income		160,513	0	160,513
000-000015 Highway Funds		4,850,620	0	4,850,620
	Total	\$9,714,326	\$0	\$9,714,326

<b>04-096-096-960515-3031</b>		<b>Current Budget FY2014</b>	<b>Requested Change</b>	<b>Revised Budget FY2014</b>
<b>Reimbursable Maintenance &amp; Repair</b>				
<b>Expenses:</b>				
018 500106 Overtime		\$800,000	0	800,000
019 500105 Holiday Pay		1,000	11,000	12,000
020 500200 Current Expense		1,050,271	0	1,050,271
022 500255 Rents-Leases Other than State		1,000,000	0	1,000,000
024 500225 Maint. Other than Bldg-Grounds		20,000	0	20,000
033 509033 Land Acquisition and Easement		50,000	0	50,000
046 500463 Consultants		122,000	0	122,000
050 500109 Personal Service Temp		60,000	0	60,000
060 500601 Benefits		24,567	138,000	162,567
070 500704 In-State Travel Reimbursement		50,000	0	50,000
400 500871 Construction Repair Material		4,137,678	(149,000)	3,988,678
	Total	\$7,315,516	\$0	\$7,315,516
<b>Source of Funds</b>				
<b>Revenue:</b>				
000 409151 Federal Funds		\$5,555,567	\$0	\$5,555,567
005 402596 Private Local Funds		1,759,949	0	1,759,949
	Total	\$7,315,516	\$0	\$7,315,516

### 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:

**Mechanical Services (3005) – 3.24% Intra Agency Transfer, 1.68% Agency Income, 95.08% Highway Funds**

Class 020      Decrease Current Expense by \$61,000 to align appropriation to correct class for three inspection and repair service contracts for lifts and cranes that were originally budgeted as a current expense.

Class 024 Increase Maintenance Other than Building and Grounds by \$61,000 to align appropriation to correct class for three inspection and repair service contracts for lifts and cranes that were originally budgeted as a current expense.

**Traffic Bureau (3009) 43.61% Federal Funds; 49.93% Highway Funds; 4.53% Intra-Agency Transfers and 1.93% Agency Income**

- Class 020 Decrease Current Expenses by \$20,450. This amount is available due to the reduction in pavement marking paint prices.
- Class 022 Increase Rents-Leases Other than State by \$450 to account for a projected shortfall due to an unanticipated increase in cost for the rental of winter salt/sand spreaders for the Bureau of Traffic maintenance facility.
- Class 050 Increase Personal Services - Temporary by \$50,000. Traffic Bureau budgets both class 050 (non-benefitted) and 059 (benefitted). For FY 2014, the Bureau had experienced less temporary employees qualifying for benefits and this request reflects the need to transfer. No additional positions are created only current approved positions are being utilized.
- Class 059 Decrease Temp Full Time by \$30,000. More class 050 personnel were used in FY14 than estimated for budget.

**Reimbursable Maintenance and Repairs (3031) 75.94% Federal Funds; 24.06% Private Local Funds**

- Class 019 Increase Holiday Pay by \$11,000 to cover emergency response from severe rain storms on July 4, 2013 around the State.
- Class 060 Increase Benefits by \$138,000 to cover anticipated benefit costs not budgeted at sufficient level to cover overtime and holiday pay appropriations.
- Class 400 Decrease Construction Repair Material by \$149,000 to cover emergency response on July 4, 2013 and benefit costs to align appropriations with emergency response needs.

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 Intra Agency Transfer, Agency Income, Private Local Funds, Federal 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?  
This transfer is a result of increased use of current temporary employees to complete pavement marking program. No new positions will be created with this transfer.

Your approval of this resolution is respectfully requested.

Sincerely,



Christopher D. Clement, Sr.  
Commissioner.

