



**THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION**



20  
LHM

**VICTORIA F. SHEEHAN  
COMMISSIONER**

**WILLIAM CASS, P.E.  
ASSISTANT COMMISSIONER**

Executive Office  
February 12, 2020

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

**REQUESTED ACTION**

Authorize the Department of Transportation to pay membership dues **Retroactively** in the amount of \$31,365.73 for the period of January 1, 2020 through December 31, 2020 to the American Association of State Highway and Transportation Officials (AASHTO), Washington, DC, Vendor #170721 for continued membership in the national transportation organization from the date of Governor and Council approval through December 31, 2020. Funding is 8% Federal Funds, 90% Highway Funds, 2% Other Funds (Agency Income).

Funds to support this request are available in State FY 2020 and FY 2021, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified.

	<u>FY 2020</u>	<u>FY 2021</u>
04-96-96-960015-3038		
Executive Office	\$15,682.87	\$15,682.86
026-500251 Organizational Dues		

**EXPLANATION**

This is **Retroactive** because membership invoices for AASHTO are received after the effective period has started.

Membership in AASHTO assists the NH Department of Transportation in meeting its responsibility to address the transportation needs of the State of New Hampshire. As a member of AASHTO, the NH Department of Transportation benefits greatly in the following areas: setting technical engineering standards; conducting materials and products research and testing; providing training and career development; and offering a forum for considering national/international administrative, financial, legal, and operational state-of-the-art practices.

AASHTO sets highway and bridge design standards using the expertise of engineers from the member states (including several NHDOT staff members). Computer software for tracking bridge conditions as required by Federal Highway Administration is provided through AASHTO. Product evaluation is centralized through AASHTO, and lab accreditation for materials testing is handled by AASHTO. AASHTO serves as a forum for CEO's and staff to learn about innovation, best practice, and the latest approaches to addressing transportation issues and problems.

Membership in AASHTO is on an agency basis, and only government agencies can belong. There are no individual memberships from either the public or private sectors. Member Department dues are calculated by AASHTO by distributing one-half total dues evenly among the 52 member departments, and distributing the other one-half of total dues in accordance with each member departments Federal-aid highway apportionments of the year in which the dues is scheduled.

AASHTO is a non-profit, non-partisan association representing the 50 member State Highway and Transportation Departments, the District of Columbia and Puerto Rico, and is essentially an instrument of the agencies. AASHTO's activities involve the principal transportation modes, with its major purpose to foster the development, operation and maintenance of an integrated national transportation system.

Founded in 1914, the American Association of State Highway and Transportation Officials is a legally incorporated non-profit entity and exists to be of service to its member departments. Composed primarily of the public officials in state agencies with responsibilities for highway and transportation, the Association also includes as an ex officio member, the U.S. Department of Transportation. In addition, a number of public highway transportation agencies in other nations belong to the Association as affiliate members and a number of sub-state transportation agencies in the United States belong as associate members.

Listed below are answers to standard questions required for Governor and Council organization dues and membership approval submissions:

1. How long has this organization been in existence and how long has this agency been a member of this organization?

*AASHTO was founded in 1914; the Department has been a member since AASHTO's inception.*

2. Is there any other organization, which provides the same or similar benefits that your agency belongs to?

*There are no other organizations that provide these benefits to the Department.*

3. How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?

*AASHTO is over all 50 U.S. states, the Department is the only NH state agency that is a member.*

4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc.)

*Membership dues are calculated by distributing one-half total dues evenly among the 52 member departments, and distributing the other one-half of total dues in accordance with each member departments Federal-aid highway apportionments of the year in which the dues is scheduled.*

5. What benefit does the state receive from participating in this membership?

*Membership in AASHTO assists the NH Department of Transportation in meeting its responsibility to address the transportation needs of the State of New Hampshire. As a member of AASHTO, the*

*NH Department of Transportation benefits greatly in the following areas: setting technical engineering standards; conducting materials and products research and testing; providing training and career development; and offering a forum for considering national/international administrative, financial, legal, and operational state-of-the-art practices.*

6. Are training or educational/research materials included in the membership? If so, is the cost included? Explain in detail.

*AASHTO offers products and services that are software related and are available at an additional cost. AASHTO has many educational seminars in which the travel expenses are included in the membership fee.*

7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.

*This membership is not required to receive federal grants, participate in licensing or certification of exams.*

8. Is there any travel included with this membership fee? Explain in detail any travel including the number of employees involved, the number of trips, destination of known and purposes of membership-supported trips.

*Some travel to membership meetings are included with the membership fees, and can vary year to year.*

9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and /or officers of the organization).

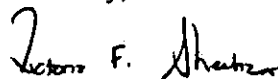
*Various personnel within the Department participate in various activities with the different programs in AASHTO as necessary.*

10. Explain in detail any negative impact to the state if the Agency did not belong to this organization.

*Should the Department no longer be a member with AASHTO, all the benefits outlined in the Explanation would not be realized.*

Your approval of this resolution is respectfully requested.

Sincerely,



Victoria F. Sheehan  
Commissioner

Attachments

AMERICAN ASSOCIATION  
OF STATE HIGHWAY AND  
TRANSPORTATION OFFICIALS

**AASHTO**

444 N. Capitol Street, N.W., Suite 249  
Washington, DC 20001  
202-624-5800

# INVOICE

Invoice Number: SI019195

Invoice Date: 1/2/2020

Federal ID #: 53-0204654

**Bill**

To: New Hampshire Dept. of Transportation  
Victoria Sheehan  
Commissioner  
PO Box 483 | 7 Hazen Drive  
Concord, NH 03302-0483

Due Date 1/2/2020  
Terms Net 0

Customer ID C000037  
P.O. Number

Item/Description	Qty	Quantity	Unit Price	Total Price
AASHTO Annual Membership Dues For Calendar Year 2020	1	1	31,365.73	31,365.73

RECEIVED  
FINANCE AND CONTRACTS

FEB 10 2020

NH DEPT OF TRANSPORTATION

RECEIVED  
COMMISSIONERS OFFICE

JAN 13 2020

THE STATE OF NEW HAMPSHIRE  
DEPT. OF TRANSPORTATION

Remit To:  
AASHTO 1  
P.O. Box 815051  
Washington, DC 20061-5051

Subtotal: 31,365.73  
Invoice Discount 0.00  
Tax: 0.00  
Total USD: 31,365.73

AMERICAN ASSOCIATION  
OF STATE HIGHWAY AND  
TRANSPORTATION OFFICIALS

**AASHTO**

PATRICK K. MCKENNA, PRESIDENT  
DIRECTOR, MISSOURI DEPARTMENT OF TRANSPORTATION

JIM TYMON, EXECUTIVE DIRECTOR

444 NORTH CAPITOL STREET NW, SUITE 249, WASHINGTON, DC 20001  
(202) 624-5800 • FAX: (202) 624-5806 • WWW.TRANSPORTATION.ORG

January 2, 2020

Victoria Sheehan  
Commissioner  
New Hampshire Department of Transportation  
PO Box 483 | 7 Hazen Drive  
Concord, NH 03302-0483

Dear Commissioner Sheehan: *Victoria,*

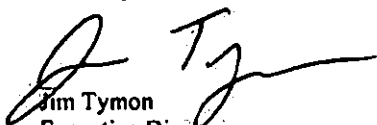
I hope the New Year is off to a great start for you and your agency. Enclosed, please find the Calendar Year 2020 invoice for your state's membership dues to the American Association of State Highway and Transportation Officials. The membership dues are set by the AASHTO Board of Directors, and 2020 dues remain at the same level as the previous three years.

Also enclosed is the 2019 AASHTO Annual Report, which highlights our key accomplishments in support of the goals and objectives established by the board, and the AASHTO strategic plan. While our strategic plan always guides the work we do to meet the needs of our members, this year AASHTO will also prioritize the goals and principles found in President Patrick McKenna's key emphasis areas:

1. Renewing a focus on highway safety. The staggering loss of life on American roads is a national public health crisis. Despite advances in technology and millions invested in education about safety, nearly 37,000 people died on America's roads in 2018. AASHTO will lead a national conversation about the public's role in safe conduct on the nation's transportation network focusing on:
  - Continuing AASHTO's role in the Toward Zero Deaths and other national safety coalitions to raise public awareness about this national health crises.
  - Highlighting strategies that are working such as Missouri's "Buckle Up Phone Down program (#BUPD)"
  - Continuing to advocate for advances in connected and automated vehicle technology, and the deployment of life-saving technologies.
  - Facilitating a conversation with state DOT's and local communities to safely accommodate the public through innovative infrastructure designs and technologies.
2. Reauthorizing the federal surface transportation programs before the FAST Act expires in September 2020. AASHTO will make surface transportation reauthorization a primary focus by:
  - Working with State DOTs to share AASHTO's reauthorization principles and priorities with congressional members and their staffs and educate them about the need for transportation investments in their home districts.
  - Launching a "transportation is personal" national campaign to highlight the benefits of transportation investments and working with state DOTs to inform the public about the role transportation plays in their economic vitality and quality of life.

As we execute these initiatives to achieve AASHTO's 2020 priorities, these membership dues are critical to us effectively serving your interests. I look forward to engaging with you and each member of the Board of Directors throughout the coming year to determine how we can best assist you in delivering quality transportation services to your state, and more broadly, the residents and businesses you serve. We appreciate your prompt action on this invoice.

Sincerely,



Jim Tymon  
Executive Director  
Enclosures

**RECEIVED**  
**COMMISSIONERS OFFICE**  
**JAN 13 2020**

THE STATE OF NEW HAMPSHIRE  
DEPT. OF TRANSPORTATION