



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



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Beane

VICTORIA F. SHEEHAN
COMMISSIONER

WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

Bureau of Human Resources (Training)
January 4, 2017

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

REQUESTED ACTION

Authorize the Department of Transportation to **retroactively** increase FY 2017 membership dues in the amount of \$7,000, from \$7,000 to \$14,000, for the period of July 1, 2016 through June 30, 2017 to the American Association of State Highway and Transportation Officials (AASHTO) (originally approved by G&C on 9-16-15, item #21), Washington, DC, Vendor #170721 for continued membership in the national transportation organization from the date of Governor and Council approval through June 30, 2017. 100% Federal Funds.

Funds to support this request are available in the State FY 2017 budget:

<u>AASHTO</u>	<u>FY 2017</u>
04-96-96-960315-3027	
Employee Training	\$7,000.00
026-500251 Membership Fees	

EXPLANATION

This additional \$7,000 for FY 2017 dues is **retroactive** as it was not known of the increase until the receipt of the current year bill from AASHTO for the Transportation and Civil Engineering (TRAC) Program (Invoice attached). Due to the unanticipated 100% increase over previous years, we needed to validate with AASHTO that the invoice was correct, and we had to get approval/funding from FHWA to pay this bill with Federal Funds.

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 training and career development.

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.

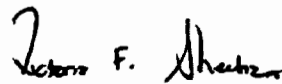
AASHTO is a non-profit, non-partisan association representing the 50 member State Highway and Transportation Departments, the District of Columbia and Puerto Rico, and is essentially an instrument of the agencies. AASHTO's activities involve the principal transportation modes, with its major purpose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

Page 2

Founded in 1914, the American Association of State Highway and Transportation Officials is a legally incorporated non-profit entity and exist 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.

Your approval of this resolution is respectfully requested.

Sincerely,

A handwritten signature in black ink, appearing to read "Victoria F. Sheehan". The signature is written in a cursive, flowing style.

Victoria F. Sheehan
Commissioner

Attachment

AMERICAN ASSOCIATION
OF STATE HIGHWAY AND
TRANSPORTATION OFFICIALS

AASHTO

PAUL TROMBINO III, PRESIDENT
DIRECTOR, IOWA DEPARTMENT OF TRANSPORTATION

BUD WRIGHT, EXECUTIVE DIRECTOR

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

FEDERAL I.D.#: 53-0204654

INVOICE

July 1, 2016

BILLED TO:

Ms. Victoria Sheehan
Commissioner
New Hampshire Department of Transportation
7 Hazen Drive
Concord, NH 03302-0483

Support AASHTO's FY 2017 participation in all Engineering Technical Service Programs.

Engineering Technical Service Programs	Order #	AMOUNT
Transportation and Civil Engineering (TRAC) Program		\$ 14,000
Total for New Hampshire Department of Transportation		\$ _____

PLEASE RETURN A COPY OF THE INVOICE WITH YOUR CHECK. YOUR CANCELLED CHECK IS YOUR RECEIPT.

Make checks payable to: AASHTO

NOTE NEW ADDRESS

Send remittance to:

AASHTO 1
P.O. Box 615051
Washington, DC 20061-5051



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



21

WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

Bureau of Finance & Contracts
August 20, 2015

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

REQUESTED ACTION

- 1) Authorize the Department of Transportation to pay retroactive membership dues in the amount of \$197,000 for the period of July 1, 2015 through June 30, 2017 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 June 30, 2017. Funding is 81% Federal, 19% Highway funds.
- 2) Authorize the Department of Transportation to pay retroactive membership dues in the amount of \$29,250 for the period of July 1, 2015 through June 30, 2017 to the CONEG Policy Research Center, Washington DC, Vendor #164147 for continued membership in the non-partisan association of the Governors of seven northeastern states, from the date of Governor and Council approval through June 30, 2017. Funding is 58% Highway funds, 40% Federal funds, 2% Other funds.

Funds to support this request are anticipated to be available in the following accounts in State FY 2016 and State FY 2017 upon the availability and continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office, if needed and justified:

<u>Account</u>	<u>2016</u>	<u>2017</u>
1) <u>AASHTO</u>		
04-96-96-964010-2916 Public Transportation	\$ 6,500	\$ 6,500
026-500251 Organizational Dues		
04-96-96-960015-3038 Executive Office	\$ 31,000	\$31,000
026-500251 Organizational Dues		
04-96-96-960315-3027 Employee Training	\$ 7,000	\$ 7,000
026-500251 Organizational Dues		
04-96-96-962015-3036 SPR Research Funds	\$ 54,000	\$ 54,000
026-500251 Organizational Dues		
AASHTO Total	\$98,500	\$98,500

2) <u>CONEG</u>		
04-96-96-960015-3038 Executive Office	\$ 14,625	\$14,625
026-500251 Organizational Dues		

EXPLANATION

- 1) This request is retroactive as it wasn't known until the end of June what level budget we would have for the FY 2016-2017 biennium. Invoices for AASHTO are received at various times throughout the year, and will not exceed the amount shown above of \$98,500 per year.

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.

- 2) This request is retroactive as it wasn't known until the end of June what level budget we would have for the FY 2016-2017 biennium. The annual invoice for CONEQ can be received at any time throughout the year, and will not exceed the amount shown above of \$14,625 per year.

Membership in CONEQ (Coalition of Northeastern Governors) assists the NH Department of Transportation by continuing an enhanced program of staffing support to the states engaged in the work of the Northeast Corridor Infrastructure and Operations Advisory Commission.

Created in 1976, CONEQ is a non-partisan association of the Governors of seven Northeastern states (Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island and Vermont).

CONEQ encourages intergovernmental cooperation in the Northeast on shared issues relating to the economic, environments and social well-being of the Northeast states. The Governor's identify priority interests in transportation and the economy, environment and energy which set the framework for CONEQ's agenda. Working through CONEQ, the Governors share information and experiences on common interests and, where appropriate, forge agreements and undertake cooperative actions on a wide range of regional and state-federal issues.

CONEQ works with the states to identify regional issues and provide a forum for discussion and exchange of information about issues of shared interest. CONEQ tracks selected national and regional issues, assesses their implications for the Northeast, conducts policy studies and seminars, and helps coordinate the region's response. In this manner, it also provides an ongoing, informational exchange through which the Governors and their senior advisors keep

abreast of national and regional policy and program initiatives important to the economic, environmental, energy and social well-being of the region.

The Governor's established the CONEQ Policy Research Center, Inc., as the staff arm of CONEQ. Membership dues are calculated by the size of the state, with New Hampshire designated as a small state.

1) AASHTO

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.

2) CONEG

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?

CONEG was created in 1976; the Department has been a member since 1997.

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?

Seven Northeastern states (Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island and Vermont) are members, 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 the size of the state, with New Hampshire designated as a small state.

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

CONEG encourages intergovernmental cooperation in the Northeast on shared issues relating to the economic, environments and social well-being of the Northeast states. The Governor's identify priority interests in transportation and the economy, environment and energy which set the framework for CONEG's agenda. Working through CONEG, the Governors share information and experiences on common interests and, where appropriate, forge agreements and undertake cooperative actions on a wide range of regional and state-federal issues.

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

CONEG does not provide training or educational/research materials as part of their membership. Instead, CONEG works with the states to identify regional issues and provide a forum for discussion and exchange of information about issues of shared interest. CONEG tracks selected national and regional issues, assesses their implications for the Northeast, conducts policy studies and seminars, and helps coordinate the region's response. In this manner, it also provides an ongoing, informational exchange through which the Governors and their senior advisors keep abreast of national and regional policy and program initiatives important to the economic, environmental, energy and social well-being of the region.

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.

Travel costs are not included in this membership.

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).

The Governor of the State of NH participates in this organization, with the commissioner's of DOT as necessary.

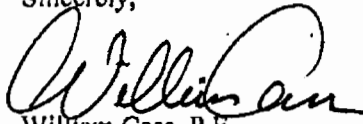
10. Explain in detail any negative impact to the state if the Agency did not belong to this organization.

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

This one resolution for the FY 2016-2017 biennium will consolidate membership dues for various programs and vendors for Governor and Council approval.

Your approval of this resolution is respectfully requested.

Sincerely,

A handwritten signature in black ink, appearing to read "William Cass", written in a cursive style.

William Cass, P.E.
Assistant Commissioner