



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



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Blaw

William Cass, P.E.  
Assistant Commissioner

June 3, 2015  
Division of Operations

The Honorable Neal M. Kurk, 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 transfer \$28,500 between various accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2015.

04-096-096-960315-5031	Current Budget FY 2015	Requested Change	Revised Budget FY2015
<b>Office of Stewardship &amp; Compliance</b>			
<b>Expenses:</b>			
010 500100 Personal Services - Permanent	\$384,939	\$0	\$384,939
018 500106 Overtime	1,500	500	2,000
020 500200 Current Expense	4,004	0	4,004
026 500251 Organizational Dues	885	0	885
030 500311 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	1,016	0	1,016
070 500704 In-State Travel Reimbursement	100	500	600
<b>Total</b>	<b>\$572,560</b>	<b>\$1,000</b>	<b>\$573,560</b>
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-000015 Highway Funds	\$572,560	\$1,000	\$573,560
<b>Total</b>	<b>\$572,560</b>	<b>\$1,000</b>	<b>\$573,560</b>

04-096-096-960015-3038	Current Budget FY 2015	Requested Change	Revised Budget FY2015
<b>Executive Office</b>			
<b>Expenses:</b>			
010 500100 Personal Services - Permanent	\$555,251	\$0	\$555,251
011 500126 Personal Services Unclassified 1	104,213	0	104,213
012 500128 Personal Services Unclassified 2	110,208	0	110,208
013 500131 Personal Services Unclassified 3	137,655	0	137,655
014 500134 Personal Services Unclassified 4	110,445	0	110,445
015 500137 Personal Services Unclassified 5	294,467	0	294,467

018 500106 Overtime	9,800	(500)	9,300
020 500200 Current Expense	21,700	0	21,700
022 500255 Rents-Leases Other than State	2,602	0	2,602
026 500251 Organizational Dues	55,111	0	55,111
030 500311 Equipment New Replacement	79,000	0	79,000
037 500174 Technology-Hardware	5,000	0	5,000
039 500180 Telecommunications	27,700	0	27,700
046 500463 Consulting	5,000	0	5,000
050 500109 Personal Services-Temp	116,439	0	116,439
057 500535 Books Periodicals Subscription	1,000	0	1,000
060 500601 Benefits	612,996	0	612,996
066 500543 Employee Training	10,000	0	10,000
070 500704 In-State Travel Reimbursement	4,450	(500)	3,950
080 500710 Out of State Travel Reimbursement	18,000	0	18,000
405 500881 Lilac Program	5,000	0	5,000
Total	\$2,286,037	(\$1,000)	\$2,285,037
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-409151 Federal Funds	\$914,872	\$0	\$914,872
009-405698 Agency Income	31,092	0	31,092
000-000015 Highway Fund	1,340,073	(1,000)	1,339,073
Total	\$2,286,037	(\$1,000)	\$2,285,037

	Current Budget FY 2015	Requested Change	Revised Budget FY2015
<b>04-096-096-960215-3001</b>			
<b>Division of Finance</b>			
<b>Expenses:</b>			
010 500100 Personal Services - Permanent	\$1,611,368	\$0	\$1,611,368
018 500106 Overtime	33,999	0	33,999
020 500200 Current Expense	150,931	(2,500)	148,431
022 500255 Rents-Leases Other than State	122,737	0	122,737
024 500225 Maint Other Than Build-Grn	30,531	0	30,531
030 500311 Equipment New Replacement	1,900	0	1,900
037 500174 Technology-Hardware	3,500	0	3,500
038 500175 Technology-Software	3,500	0	3,500
039 500180 Telecommunications	14,200	2,500	16,700
050 500109 Personal Services-Temp	35,000	0	35,000
060 500601 Benefits	827,097	0	827,097
066 500543 Employee Training	2,500	0	2,500
068 500563 Remuneration	13,000	0	13,000
069 500567 Promotional Marketing Expense	61,500	0	61,500
070 500704 In-State Travel Reimbursement	125	0	125
Total	\$2,911,888	\$0	\$2,911,888
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-409151 Federal Funds	\$992,049	\$0	\$992,049
009-405698 Agency Income	62,934	0	62,934
000-000015 Highway Fund	1,856,905	0	1,856,905
Total	\$2,911,888	\$0	\$2,911,888

04-096-096-960515-2928	Current Budget FY 2015	Requested Change	Revised Budget FY 2015
<b>Winter Maintenance</b>			
<b>Expenses:</b>			
017 500147 FT Employees Special Payment	\$547,680	\$0	\$547,680
018 500106 Overtime	5,418,809	0	5,418,809
019 500105 Holiday Pay	33,109	0	33,109
020 500200 Current Expense	14,098,836	0	14,098,836
022 500255 Rents-Leases Other than State	9,393,615	(6,000)	9,387,615
023 500291 Heat, Electricity, Water	717,128	0	717,128
024 500225 Maint. Other than Bldg-Grounds	2,906	0	2,906
030 500311 Equipment New Replacement	185,532	0	185,532
039 500180 Telecommunications	92,700	0	92,700
047 500240 Own Forces Maint Bldgs & Grnds	17,564	0	17,564
048 500226 Contractual Maint Bldgs & Grnds	20,628	0	20,628
050 500109 Personal Service Temp	200,000	6,000	206,000
060 500601 Benefits	1,285,921	0	1,285,921
070 500704 In-State Travel Reimbursement	179,614	0	179,614
103 500741 Contracts for Op Services	21,310	0	21,310
Total	\$32,215,352	\$0	\$32,215,352
<b>Source of Funds</b>			
<b>Revenue:</b>			
004-403631 Intra Agency Transfers	\$200,000	\$0	\$200,000
000-000015 Highway Funds	32,015,352	0	32,015,352
Total	\$32,215,352	\$0	\$32,215,352

04-096-096-960515-3009	Current Budget FY 2015	Requested Change	Revised Budget FY2015
<b>Traffic Operations</b>			
<b>Expenses:</b>			
010 500100 Personal Services - Permanent	\$2,860,887	\$0	\$2,860,887
017 500147 FT Employees Special Payments	4,199	0	4,199
018 500106 Overtime	310,000	0	310,000
019 500105 Holiday Pay	1,200	0	1,200
020 500200 Current Expense	4,406,062	(3,000)	4,403,062
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	3,000	0	3,000
038 500175 Technology-Software	2,000	0	2,000
039 500180 Telecommunications	30,150	3,000	33,150
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	57,962	2,000	59,962
057 500535 Books Periodicals Subscription	2,000	0	2,000
059 500117 Temp Full Time	25,413	(2,000)	23,413
060 500601 Benefits	1,664,076	0	1,664,076
066 500543 Employee Training	3,470	0	3,470
070 500704 In-State Travel Reimbursement	33,000	0	33,000
103 500741 Contracts for Op Services	42,000	0	42,000
Total	\$10,024,925	\$0	\$10,024,925
<b>Source of Funds</b>			

<b>Revenue:</b>			
000-409151 Federal Funds	\$4,591,630	\$0	\$4,591,630
004-403631 Intra Agency Transfers	386,051	0	386,051
007-402193 Agency Income	24,158	0	24,158
009-405698 Agency Income	173,489	0	173,489
000-000015 Highway Fund	4,849,597	0	4,849,597
Total	\$10,024,925	\$0	\$10,024,925

04-096-096-960515-5034	Current Budget FY 2015	Requested Change	Revised Budget FY2015
<b>Lift Bridge Operations</b>			
<b>Expenses:</b>			
010 500100 Personal Services - Permanent	\$801,412	\$0	\$801,412
018 500106 Overtime	112,270	0	112,270
019 500105 Holiday Pay	17,684	0	17,684
020 500200 Current Expense	41,523	0	41,523
022 500255 Rents-Leases Other than State	50,396	0	50,396
023 500291 Heat Electricity Water	94,611	0	94,611
024 500225 Maint Other Than Build-Grn	244,184	0	244,184
030 500311 Equipment New Replacement	11,445	0	11,445
039 500180 Telecommunications	5,479	500	5,979
046 500463 Consultants	1,030	0	1,030
047 500240 Own Forces Maint Build-Grn	15,920	0	15,920
048 500226 Contractual Maint Build-Grn	1,396	0	1,396
050 500109 Personal Services-Temp	186,262	0	186,262
060 500601 Benefits	513,723	0	513,723
066 500543 Employee Training	4,555	0	4,555
070 500704 In-State Travel Reimbursement	6,315	0	6,315
080 500710 Out of State Travel Reimbursement	500	(500)	0
103 500741 Contracts for Op Services	206	0	206
Total	\$2,108,911	\$0	\$2,108,911
<b>Source of Funds</b>			
<b>Revenue:</b>			
005-407216 Private Local Funds	\$687,605	\$0	\$687,605
009-405698 Agency Income	31,375	0	31,375
000-000015 Highway Fund	1,389,931	0	1,389,931
Total	\$2,108,911	\$0	\$2,108,911

04-096-096-962015-3021	Current Budget FY 2015	Requested Change	Revised Budget FY2015
<b>Trans Planning Bureau</b>			
<b>Expenses:</b>			
010 500100 Personal Services - Permanent	\$1,590,739	\$0	\$1,590,739
018 500106 Overtime	45,000	0	45,000
020 500200 Current Expense	10,800	(1,200)	9,600
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	1,200	12,700
050 500109 Personal Services-Temp	1,500	0	1,500
060 500601 Benefits	801,243	0	801,243
070 500704 In-State Travel Reimbursement	300	0	300
Total	\$2,549,203	\$0	\$2,549,203

<b>Source of Funds</b>			
<b>Revenue:</b>			
000-409151 Federal Funds	\$837,311	\$0	\$837,311
009-405698 Agency Income	179,702	0	179,702
000-000015 Highway Fund	1,532,190	0	1,532,190
<b>Total</b>	<b>\$2,549,203</b>	<b>\$0</b>	<b>\$2,549,203</b>

<b>04-096-096-962015-3025</b>	<b>Current Budget FY 2015</b>	<b>Requested Change</b>	<b>Revised Budget FY2015</b>
<b>Highway Design Bureau</b>			
<b>Expenses:</b>			
010 500100 Personal Services - Permanent	\$6,472,025	\$0	\$6,472,025
018 500106 Overtime	242,200	(10,500)	231,700
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-Grn	10,000	0	10,000
026 500251 Organizational Dues	2,000	0	2,000
030 500311 Equipment New Replacement	37,760	0	37,760
037 500174 Technology-Hardware	25,000	0	25,000
038 500175 Technology-Software	10,000	0	10,000
039 500180 Telecommunications	27,800	10,500	38,300
050 500109 Personal Services-Temp	35,279	0	35,279
060 500601 Benefits	3,299,599	0	3,299,599
066 500543 Employee Training	30,400	0	30,400
070 500704 In-State Travel Reimbursement	500	0	500
080 500710 Out of State Travel Reimbursement	7,800	0	7,800
102 500734 Contracts for Program Services	4,000	0	4,000
405 500881 Lilac Program	73,795	0	73,795
<b>Total</b>	<b>\$10,332,282</b>	<b>\$0</b>	<b>\$10,332,282</b>
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-409151 Federal Funds	\$8,853,344	\$0	\$8,853,344
009-405698 Agency Income	592,661	0	592,661
000-000015 Highway Fund	886,277	0	886,277
<b>Total</b>	<b>\$10,332,282</b>	<b>\$0</b>	<b>\$10,332,282</b>

<b>04-096-096-962015-3034</b>	<b>Current Budget FY 2015</b>	<b>Requested Change</b>	<b>Revised Budget FY2015</b>
<b>Materials Research</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Permanent	\$2,645,799	\$0	\$2,645,799
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	85,724	0	85,724
022 500255 Rents-Leases Other than State	3,728	0	3,728
024 500225 Maint Other Than Build-Grn	19,500	0	19,500
028 582814 Transfers to General Services	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	1,800	20,900
046 500463 Consultants	21,000	0	21,000

050 500109 Personal Services-Temp	18,000	0	18,000
057 500535 Books Periodicals Subscription	7,500	0	7,500
060 500601 Benefits	1,418,762	0	1,418,762
070 500704 In-State Travel Reimbursement	13,640	(1,800)	11,840
<b>Total</b>	<b>\$4,610,015</b>	<b>\$0</b>	<b>\$4,610,015</b>
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-409151 Federal Funds	\$3,415,401	\$0	\$3,415,401
009-405698 Agency Income	379,003	0	379,003
000-000015 Highway Fund	815,611	0	815,611
<b>Total</b>	<b>\$4,610,015</b>	<b>\$0</b>	<b>\$4,610,015</b>

**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:

**Office of Stewardship & Compliance (5031) 100.0% Highway Funds**

Class 018      Increase Overtime by \$500. Increased overtime is a result of traveling time to and at each audit exceeding the estimated amount of travel time for audits.

Class 070      Increase In-State Travel Reimbursement by \$500. The random audits selected in Fiscal Year 2015 have generated higher travel costs than the average travel costs anticipated.

**Executive Office (3038) 40.02% Federal Funds, 1.36% Agency Income and 58.62% Highway Funds**

Class 018      Decrease Overtime by \$500. Overtime will be managed to accommodate this request.

Class 070      Decrease In-State Travel Reimbursement by \$500. In-state travel needs were reduced in Fiscal Year 2015 due to use of state vehicles.

**Division of Finance (3001) 34.07% Federal Funds, 2.16% Agency Income and 63.77% Highway Funds**

Class 020      Decrease Current Expense by \$2,500. Current Expenses will be managed to accommodate this request.

Class 039      Increase Telecommunications by \$2,500. Higher expenses in telecommunications (voice and data) as a result of a full year of costs for a new phone system.

**Winter Maintenance (2928) 99.38% Highway Funds and 0.62% Intra-Agency Income**

Class 022      Decrease Rents-Leases Other than State by \$6,000 will be managed to accommodate this request.

Class 050      Increase Personal Services-Temporary by \$6,000. Due to the severity of the winter, the expenditures in this class line for snow removal activities and related equipment usage will exceed the budgeted amount.

**Traffic Operations (3009) 45.80% Federal Funds, 3.85% Intra Agency Income, 1.97% Agency Income and 48.38% Highway Funds**

Class 020      Decrease Current Expense by \$3,000. Current Expenses will be managed to accommodate this request.

Class 039      Increase Telecommunications by \$3,000. Higher expenses in telecommunications (voice and data) as a result of a full year of costs for a new phone system.

- Class 050 Increase Personal Services - Temp by \$2,000. Higher expenses due to seasonal employees' holiday pay. No additional temporary personnel are being hired; only current approved positions are being utilized. It has been determined that sufficient funds remain in Budgeted Benefits.
- Class 059 Decrease Temp Full Time by \$2,000. The mix of Class 050 and 059 personnel varies due to hiring conditions and more Class 050 personnel were used in Fiscal Year 2015.

**Lift Bridge Operations (5034) 32.60% Private Local Funds, 1.49% Agency Income and 65.91% Highway Funds**

- Class 039 Increase Telecommunications by \$500. Higher expenses in telecommunications (voice and data) as a result of a full year of costs for a new phone system.
- Class 080 Decrease Out of State Travel Reimbursement by \$500 as travel requirements have been reduced in Fiscal Year 2015.

**Trans Planning Bureau (3021) 32.85% Federal Funds, 7.05% Agency Income and 60.10% Highway Funds**

- Class 020 Decrease Current Expense by \$1,200. Current Expenses will be managed to accommodate this request.
- Class 039 Increase Telecommunications by \$1,200. Higher expenses in telecommunications (voice and data) as a result of a full year of costs for a new phone system.

**Highway Design Bureau (3025) 85.69% Federal Funds, 5.74% Agency Income and 8.57% Highway Funds**

- Class 018 Decrease Overtime by \$10,500. Overtime will be managed to accommodate this request.
- Class 039 Increase Telecommunications by \$10,500. Higher expenses in telecommunications (voice and data) as a result of a full year of costs for a new phone system.

**Materials Research (3034) 74.09% Federal Funds, 8.22% Agency Income and 17.69% Highway Funds**

- Class 039 Increase Telecommunications by \$1,800. Higher expenses in telecommunications (voice and data) as a result of a full year of costs for a new phone system.
- Class 070 Decrease In State Travel Reimbursement by \$1,800. In-state travel needs were reduced in Fiscal Year 2015 due to use of state vehicles.

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, such funds will lapse to their respective account fund balances.
7. Are personal services involved?  
No new positions are requested with this transfer.

Your approval of this resolution is respectfully requested.

Sincerely,

A handwritten signature in black ink that reads "William Cass". The signature is written in a cursive style with a large, prominent "W" and "C".

William Cass, P.E.  
Assistant Commissioner