



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

FIS 14 030



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**CHRISTOPHER D. CLEMENT, SR.**  
**COMMISSIONER**

**JEFF BRILLHART, P.E.**  
**ASSISTANT COMMISSIONER**

February 20, 2014  
 Division of Operations

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

*Dutton* 3/21/14  
 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, Laws of 2013, authorize the Department of Transportation to transfer \$10,050 between Highway Fund accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2014.

04-096-096-960515-3198	Current Budget FY2014	Requested Change	Revised Budget FY2014
<b>Fuel Distribution</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Permanent	\$243,092	\$0	\$243,092
018 500106 Overtime	15,000	0	15,000
019 500105 Holiday Pay	200	0	200
020 500200 Current Expense	19,863	0	19,863
022 500255 Rents-Leases Other than State	9,800	0	9,800
023 500291 Heat, Electricity, Water	12,000	0	12,000
024 500225 Maint. Other than Bldg-Grounds	88,075	0	88,075
030 500301 Equipment New Replacement	58,004	0	58,004
037 500174 Technology-Hardware	2,000	0	2,000
038 500175 Technology-Software	1,000	0	1,000
039 500180 Telecommunications	11,200	0	11,200
046 500463 Consultants	50,000	0	50,000
047 500240 Own Forces Maint Bldgs & Grnds	110,000	0	110,000

048 500226 Contractual Maint Bldgs & Grnds	182,389	0	182,389
050 500109 Personal Service Temp	45,000	0	45,000
057 500535 Books Periodicals Subscriptions	1,050	0	1,050
060 500601 Benefits	177,579	0	177,579
066 500543 Employee Training	8,000	0	8,000
070 500704 In-State Travel Reimbursement	1,175	(50)	1,125
080 500710 Out of State Travel	1,000	50	1,050
103 500741 Contracts for Op Services	5,000	0	5,000
Total	\$1,041,427	\$0	\$1,041,427
<b>Source of Funds</b>			
<b>Revenue:</b>			
009 405962 Agency Income	\$1,041,427	\$0	\$1,041,427
Total	\$1,041,427	\$0	\$1,041,427

<b>04-096-096-960515-3052</b>	<b>Current Budget FY2014</b>	<b>Requested Change</b>	<b>Revised Budget FY2014</b>
<b>Transportation Management Center</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Permanent	\$628,331	\$0	\$628,331
018 500106 Overtime	30,000	0	30,000
019 500105 Holiday Pay	7,500	0	7,500
020 500200 Current Expense	67,610	(5,000)	62,610
022 500255 Rents-Leases Other than State	27,304	0	27,304
023 500291 Heat, Electricity, Water	11,500	5,000	16,500
024 500225 Maint. Other than Bldg-Grounds	109,885	0	109,885
026 500251 Organizational Dues	250	0	250
028 500292 Transfers to General Service	92,189	0	92,189
030 500301 Equipment New Replacement	37,712	0	37,712
037 500174 Technology-Hardware	176,353	0	176,353
038 500175 Technology-Software	63,048	0	63,048
039 500180 Telecommunications	58,400	0	58,400
046 500463 Consultants	50,000	0	50,000
048 500226 Contractual Maint Bldgs & Grnds	5,000	0	5,000
050 500109 Personal Service Temp	101,512	0	101,512
060 500601 Benefits	354,126	0	354,126
066 500543 Employee Training	6,870	0	6,870
070 500704 In-State Travel Reimbursement	300	0	300
080 500710 Out of State Travel	1,600	0	1,600
Total	\$1,829,490	\$0	\$1,829,490

<b>Source of Funds</b>			
<b>Revenue:</b>			
004 403630 Intra Agency Transfers	\$2,439	\$0	\$2,439
004 403631 Intra Agency Transfers	792,991	0	792,991
009 405968 Agency Income	33,205	0	33,205
000-000015 Highway Funds	1,000,855	0	1,000,855
Total	\$1,829,490	\$0	\$1,829,490

<b>04-096-096-960515-3066</b>	<b>Current Budget FY2014</b>	<b>Requested Change</b>	<b>Revised Budget FY2014</b>
<b>Salted Wells</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Permanent	\$46,710	\$0	\$46,710
018 500106 Overtime	9,000	0	9,000
020 500200 Current Expense	1,000	0	1,000
024 500225 Maint. Other than Bldg-Grounds	300	0	300
030 500301 Equipment New Replacement	1,000	0	1,000
037 500174 Technology-Hardware	1,000	0	1,000
038 500175 Technology-Software	500	0	500
039 500180 Telecommunications	1,000	0	1,000
046 500463 Consultants	1,000	0	1,000
050 500109 Personal Service Temp	10,000	(5,000)	5,000
060 500601 Benefits	27,619	0	27,619
070 500704 In-State Travel Reimbursement	500	0	500
080 500710 Out of State Travel	200	0	200
400 500870 Construction Repair Materials	167,884	5,000	172,884
Total	\$267,713	\$0	\$267,713
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-000015 Highway Funds	\$267,713	\$0	\$267,713

### 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:

#### **Fuel Distribution (3198) – 100% Agency Income**

Class 070      Decrease In-State Travel Reimbursement by \$50

Class 080      Increase Out of State Travel Reimbursement by \$50

The above request is necessitated as a result of Veeder-Root training to program and repair underground storage tank monitoring devices. Actual costs came in slightly higher than anticipated during the budget process. Class 070 has excess funds due to less in-state travel expenses than expected this fiscal year.

**Transportation Management Center (3052) – 43.48% Intra Agency Transfers, 1.81% Agency Income, 54.71% Highway Funds**

Class 020      Decrease Current Expenses by \$5,000

Class 023      Increase Heat, Electricity, Water by \$5,000

This request is needed to cover electricity costs for Intelligent Transportation System (ITS) devices on I-93 and I-95. This is the first full year of having all the devices online. When the budget was prepared, costs were estimated with best judgment on what the devices would cost. There are excess funds in class 020 based on expected purchases for the remainder of the year.

**Salted Wells (3066) – 100% Highway Funds**

Class 050      Decrease Personal Service Temp by \$5,000

Class 400      Increase Construction Repair Materials by \$5,000

The above request is necessitated as a result of changing priorities during the fiscal year. The additional funds in class 400 will allow advertisement for an additional replacement well. There are excess funds in class 050 because funds were budgeted in anticipation of hiring temporary help however; temporary help is not needed at this point.

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 Agency Income, Intra-Agency Transfers 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?  
The transfer does not result in any new positions.

Your approval of this resolution is respectfully requested.

Sincerely,

A handwritten signature in black ink, appearing to read "C.D. Clement, Sr.", written in a cursive style.

Christopher D. Clement, Sr.  
Commissioner

