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



**VICTORIA F. SHEEHAN**  
**COMMISSIONER**

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

Executive Office  
 January 07, 2022

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, 2022 through December 31, 2022 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, 2022. Funding is 18% Federal Funds, 76% Highway Funds, 6% Other Funds (Agency Income).

Funds to support this request are available in State FY 2022 and State FY 2023, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified.

	<u>FY 2022</u>	<u>FY 2023</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).

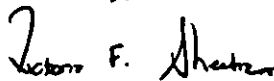
*Various personnel within the Department participate in various activities with the different programs in AASHTO as necessary.*

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,

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

Victoria F. Sheehan  
Commissioner

Attachments



Shawn D. Wilson, Ph.D., *President*  
Secretary, Louisiana Department of Transportation and Development  
Jim Tymon, *Executive Director*

January 3, 2022

Ms. Victoria Sheehan  
Commissioner  
New Hampshire Department of Transportation  
PO Box 483 | 7 Hazen Drive  
Concord, New Hampshire 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 2022 invoice for your state's membership dues to the American Association of State Highway and Transportation Officials. As determined by the AASHTO Board of Directors, the membership dues for 2022 remain at the same level as the previous five years.

Despite so many challenges due to Covid and its wide-ranging disruptions, this past year was a very successful one for the Association. The attached 2021 AASHTO Annual Report highlights AASHTO's key accomplishments in support of its state DOT members, including AASHTO's work to ensure that the Infrastructure Investment and Jobs Act (IIJA) reflected critical state DOT priorities.

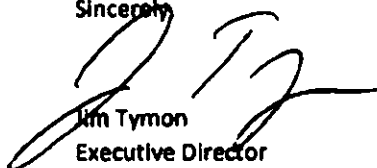
In 2022, the Association will continue to implement the goals and objectives of AASHTO's 2021-2026 Strategic Plan, which has positioned AASHTO to work smarter and be more nimble while making a larger impact. Under this multiyear plan, the Association will meet the needs of its members to improve quality of life by working toward a transportation system that serves the needs of every community safely, equitably, sustainably, and efficiently.

This year, AASHTO will also prioritize the goals and principles of its President-- Dr. Shawn Wilson, Louisiana DOTD Secretary-- and focus on his key areas of emphasis:

- **Creating Pathways to Equity:** Produce and foster a culture that identifies, trains, and empowers individuals in under-represented populations covering age, gender, ethnicity, and race by intentionally expanding opportunities within the state DOT community.
- **Partnering to Deliver:** Focus on supporting partnerships with other organizations and embrace the richness of perspectives represented in the broader transportation community, which will strengthen the understanding of issues within the state DOTs.

Your membership dues will provide the absolutely critical resource for AASHTO to advance the state DOTs' collective 2022 priorities. I look forward to engaging with you and the entire AASHTO Board of Directors throughout the coming year to determine how we can further improve assisting you in delivering quality transportation services to your state and the communities you serve. We appreciate your prompt action on this invoice.

Sincerely,



Jim Tymon  
Executive Director

Enclosures

555 12<sup>th</sup> Street NW | Suite 1000 | Washington, DC 20004 | 202-624-5800 Phone | [transportation.org](http://transportation.org)

American Association of State Highway and Transportation Officials

AMERICAN ASSOCIATION  
OF STATE HIGHWAY AND  
TRANSPORTATION OFFICIALS

**AASHTO**

555 12th Street NW, Suite 1000  
Washington, DC 20004  
202-624-5800

# INVOICE

Invoice Number: S1020762

Invoice Date: 1/3/2022

Federal ID #: 53-0204654

**Bill**

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

Due Date 1/3/2022  
Terms Net 0

Customer ID C000037  
P.O. Number

Item/Description	Qty	Quantity	Unit Price	Total Price
AASHTO Annual Membership Dues For Calendar Year 2022	1	1	31,365.73	31,365.73

**Remit To:**  
AMER ASSOC STATE HIGHWAY TRAN OFFICALS  
P.O. Box 7155051  
Philadelphia, PA 19171-5051

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