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



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*Victoria F. Sheehan*  
Commissioner

*William Cass, P.E.*  
Assistant Commissioner

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

Division of Operations  
March 12, 2019

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

**REQUESTED ACTION**

Pursuant to RSA 9:16-a, II, authorize the Department of Transportation to establish various non-budgeted classes in various accounting units and to transfer \$595,000.00 between various accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2019. 100% Highway Funds.

	Current Budget FY2019	Requested Change	Revised Budget FY2019
<b>04-096-096-960015-2938</b>			
<b>Debt Service</b>			
<b>Expenses:</b>			
044 500400 Debt Service Other Agencies	\$11,773,379	\$(595,000)	\$11,178,379
Total	\$11,773,379	\$(595,000)	\$11,178,379
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-000015 Highway Funds	\$11,773,379	\$(595,000)	\$11,178,379
Total	\$11,773,379	\$(595,000)	\$11,178,379

	Current Budget FY2019	Requested Change	Revised Budget FY2019
<b>04-096-096-960515-3048</b>			
<b>Maintenance Critical Repair</b>			
<b>Expenses:</b>			
018 500106 Overtime	\$1,500	\$0	\$1,500
020 500200 Current Expense	22,000	0	22,000
022 500255 Rents-Leases Other than State	12,000	0	12,000
024 500225 Maint. Other than Bldg-Grounds	17,000	0	17,000
030 500311 Equipment New Replacement	30,000	0	30,000
037 500172 Technology – Hardware	23,258	0	23,258
046 500464 Consultants	73,502	0	73,502
047 500240 Own Forces Maint Build-Grn	306,258	0	306,258
048 500226 Contractual Maint Build-Grn	393,737	0	393,737
060 500601 Benefits	297	0	297

400 500870 Construction Repair Materials	0	445,000	445,000
Total	\$879,552	\$445,000	\$1,324,552
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-000015 Highway Funds	\$879,552	\$445,000	\$1,324,552
Total	\$879,552	\$445,000	\$1,324,552

04-096-096-962015-3025	Current Budget FY2019	Requested Change	Revised Budget FY2019
<b>Highway Design Bureau</b>			
<b>Expenses:</b>			
010 500100 Personal Services Perm Class	\$5,947,192	\$0	\$5,947,192
018 500106 Overtime	190,000	0	190,000
020 500200 Current Expense	30,550	0	30,550
022 500255 Rents-Leases Other than State	2,900	0	2,900
024 500225 Maint Other Than Build-Grm	4,200	0	4,200
026 500251 Organizational Dues	1,000	0	1,000
030 500301 Equipment New Replace	11,000	0	11,000
037 500173 Technology-Hardware	11,262	0	11,262
038 500175 Technology-Software	22,500	0	22,500
039 500180 Telecommunications	43,000	0	43,000
046 500463 Consultants	0	150,000	150,000
050 500109 Personal Services -- Temporary	26,048	0	26,048
060 500601 Benefits	2,975,126	0	2,975,126
066 500543 Employee Training	24,000	0	24,000
070 500702 In State Travel Reimbursement	500	0	500
080 500716 Out of State Travel	3,900	0	3,900
102 500731 Contract for Program Services	3,600	0	3,600
405 500881 Lilac Program	306,472	0	306,472
Total	\$9,603,250	\$150,000	\$9,753,250
<b>Source of Funds</b>			
<b>Revenue:</b>			
000 409151 Federal Funds	\$5,797,870	\$0	\$5,797,870
008 405368 Agency Income	53,515	0	53,515
009 405698 Agency Income	1,114,744	0	1,114,744
000 000015 Highway Funds	2,637,121	150,000	2,787,121
Total	\$9,603,250	\$150,000	\$9,753,250

#### 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:

**Debt Service (2938) - 100% Highway Funds**

Class 044      Decrease Debt Service Other Agencies by \$595,000. Funds are available in this class due to Treasury's completing a refunding in FY2018 resulting in interest savings.

**Maintenance Critical Repair (3048) – 100% Highway Funds**

Class 400      Increase Construction Repair Materials by \$445,000. This class line is needed to capture the increased construction costs associated with the new Dixville Highway Maintenance Facility. The bids for this project have come in higher than originally estimated due to materials' rising costs and an upcharge for working in the North Country to provide personnel onsite and deliveries of materials.

**Highway Design Bureau (3025) – 60.37% Federal Funds, 12.17% Agency Income, 27.46% Highway Funds**

Class 046      Increase Consultants by \$150,000. This class line is needed to capture the design services of a statewide engineering consultant for site recon, data collection and conceptual design alternatives needed to assist in the reconstruction of the North Hampton – Rye seawall damaged during the March 2018 coastal storm. Expertise with coastal engineering is needed to develop conceptual plans for the seawall reconstruction. The reconstruction of the seawall qualifies for FEMA funds, but the design services are not anticipated to qualify for FEMA reimbursement resulting in the need to transfer funds to initiate the project.

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 are Federal Funds, Agency Income 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.

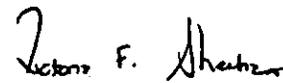
The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

Consultant:

1. List of personnel involved: None. This request is to create Class 046 Consultant in Highway Design Bureau. The consultant is already approved and contracted under a statewide contract.
2. Nature, Need, and Duration: The Consultant contract is for the site recon, data collection and conceptual design alternatives needed to reconstruct the North Hampton – Rye seawall damaged during the March 2018 coastal storm.
3. Relationship to existing agency programs: This is a continuation of the statewide on-call engineering services available to the department.
4. Has a similar program been requested of the legislature and denied? No, a similar program has not been requested and denied.
5. Why wasn't funding included in the agency's budget request? The need was identified after the budget was established.
6. Can portions of the grant fund be utilized? Not applicable, these are not grant funds.
7. Estimate the funds required to continue this position(s): There are no positions associated with this request.

Your approval of this resolution is respectfully requested.

Sincerely,



Victoria F. Sheehan  
Commissioner