



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.  
COMMISSIONER

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JEFF BRILLHART, P.E.  
ASSISTANT COMMISSIONER

May 15, 2013  
Bureau of Mechanical Services

The Honorable Mary Jane Wallner, 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 RSA 9:16-a authorize the Department of Transportation to transfer \$16,500 between Highway Fund accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2013 as follows:

04-096-096-960515-3005	Current Budget	Requested Change	Revised Budget
<b>Mechanical Services</b>			
<b>Expenses:</b>			
010 500100 Personal Services – Permanent	\$3,464,577	\$0	\$3,464,577
017 500147 FT Employees Special Pay	27,500	(7,725)	19,775
018 500106 Overtime	50,000	0	50,000
019 500105 Holiday pay	1,800	0	1,800
020 500235 Current Expense	7,763,705	0	7,763,705
022 500255 Rents-Leases Other than State	28,472	0	28,472
023 500291 Heat, Electricity, Water	42,000	16,500	58,500
024 500225 Maint. Other than Bldg-Grounds	103,447	(8,775)	94,672
025 506467 State Owned Equipment Usage	536,433	0	536,433
028 500292 Transfer to General Services	328,750	0	328,750
030 500311 Equipment	4,005,643	0	4,005,643
047 500240 Own Forces Maint Bldgs & Grnds	20,358	0	20,358
048 500226 Contractual Maint Bldgs & Grnds	9,104	0	9,104
060 500601 Benefits	2,066,718	0	2,066,718
070 500704 In-State Travel	1,500	0	1,500
Total	\$18,450,007	\$0	\$18,450,007

<b>Source of Funds</b>			
<b>Revenue:</b>			
000 000015 Highway Fund	\$2,643,157	\$0	\$2,643,157
001 405741 Transfer from Other Agencies	570,103	0	570,103
003 402159 Revolving Funds	15,236,747	0	15,236,747
Total	\$18,450,007	\$0	\$18,450,007

### EXPLANATION

The Department requests authorizations 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:

**Mechanical Services (3005) – 89.0% Revolving Funds, 7.9% Highway Funds, 3.1% Transfer from Other Agencies**

Class 017      Decrease Full Time Employees Special Payments by \$7,725. There has been a reduction in the number of employees receiving winter stipend payments.

Class 023      Increase Heat, Electricity, Water by \$16,500. Rising heating oil costs per gallon and a late season surge in cool weather impacting northern satellite garages has caused available funding to be higher than anticipated for heating oil and electricity.

Class 024      Decrease Maintenance other than Bldg-Grounds by \$8,775 due to a reduction in equipment repairs with the replacement of older equipment.

The following is provided in accordance with the Budget Officer's instructional memorandum dated April 17, 1985 to support the above requested actions:

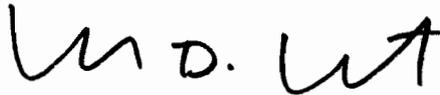
1. Does transfer involve continuing programs or one-time projects?  
Transfers are for continuing programs (not one-time).
2. Is this transfer required to maintain existing program level or will it increase program level?  
Transfers are to maintain existing program levels (no increase in program level).
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 Revolving Funds, Highway Funds and Transfer from Other Agencies.
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?  
No, personnel services are not part of this request.

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

