



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

February 18, 2016
 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 276:29, Laws of 2015, authorize the Department of Transportation to transfer \$255,100 between Highway Fund accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2016.

04-096-096-960515-3048	Current Budget FY 2016	Requested Change	Revised Budget FY 2016
Maintenance Critical Repair			
Expenses:			
018 500106 Overtime	\$1,500	\$(1,400)	\$100
020 500200 Current Expense	22,140	(21,000)	1,140
022 500255 Rents-Leases Other than State	12,000	(12,000)	0
024 500225 Maint. Other than Bldg-Grounds	20,000	(19,000)	1,000
030 500311 Equipment	53,070	0	53,070
037 500165 Technology-Hardware	5,000	(4,900)	100
046 500463 Consulting	81,489	0	81,489
047 500240 Own Forces Maint Build-GRN	296,333	(131,800)	164,533
048 500226 Contractual Maint Build-GRN	397,025	190,100	587,125
060 500601 Benefits	302	0	302
Total	\$888,859	\$0	\$888,859
Source of Funds			
Revenue:			
000 000015 Highway Fund	\$888,859	\$0	\$888,859

04-096-096-960215-3001	Current Budget FY 2016	Requested Change	Revised Budget FY 2016
Division of Finance			
Expenses:			
010 500100 Personal Services – Permanent	\$1,846,653	\$0	\$1,846,653
018 500106 Overtime	34,701	0	34,701
020 500200 Current Expense	152,969	(65,000)	87,969
022 500255 Rents-Leases Other than State	57,393	0	57,393
024 500225 Maint. Other than Bldg-Grounds	64,595	0	64,595
030 500311 Equipment	2,000	65,000	67,000
037 500165 Technology-Hardware	450	0	450
038 500175 Technology-Software	600	0	600
039 500180 Telecommunications	19,700	0	19,700
050 500109 Personal Service-Temp	38,000	0	38,000
057 500535 Books, Periodicals, Subscriptions	500	0	500
060 500601 Benefits	1,017,736	0	1,017,736
065 500542 Board Expenses	4,300	0	4,300
066 500555 Employee Training	2,500	0	2,500
068 500563 Remuneration	5,000	0	5,000
069 500567 Promotional and Marketing Expenses	25,000	0	25,000
070 500704 In-State Travel Reimbursement	100	0	100
Total	\$3,272,197	\$0	\$3,272,197
Source of Funds			
Revenue:			
000 409151 Federal Funds	\$948,387	\$0	\$948,387
009 405698 Agency Income	110,566	0	110,566
000 000015 Highway Fund	2,213,244	0	2,213,244
Total	\$3,272,197	\$0	\$3,272,197

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:

Maintenance Critical Repair (3048) – 100% Highway Funds

Maintenance and Critical Repair (3048) is used to provide more critical attention to our NHDOT facilities and estimated budgeted funds are transferred as needed. Critical repairs and priorities change as things deteriorate or break during the fiscal year. Projects this fiscal year include: furnace replacement, overhead door repair/replacement, rewiring sheds, reconstruct spreader racks, and electrical repairs. The requested transfer is to complete an unplanned boiler replacement.

Class 018 Decrease Overtime by \$1,400

Class 020 Decrease Current Expenses by \$21,000

- Class 022 Decrease Rents-Leases Other than State by \$12,000
- Class 024 Decrease Maint Other Then Build-GRN by \$19,000
- Class 037 Decrease Technology - Hardware by \$4,900
- Class 047 Decrease Own Forces Maint Build-GRN by \$131,800
- Class 048 Increase Contractual Maintenance Building-Grounds by \$190,100

The requested transfer is to realign the appropriations based on project needs as determined by Division of Operation's management. These are estimated budgeted funds and this request is to transfer funds based on actual experience.

Division of Finance (3001) – 28.98% Federal Funds, 3.38% Agency Income, 67.64% Highway Funds

- Class 020 Decrease Current Expenses by \$65,000. Current Expense will be reduced as a result of an agreement with the Dept. of Administrative Services to perform mailing function for the Department of Transportation. The result of which the Department benefitted from a credit on our postage machine from the USPS and budgeted funds will no longer be utilized at year-end to reload the postage machine.
- Class 030 Increase Equipment – New Replacement by \$65,000. The Department of Administrative Services successfully procured a bid for a replacement color printer/scanner/copier and a replacement monochrome printer/scanner/copier. We are requesting this transfer to allow for the purchase of these two copiers to be used to print engineering project plans, specification books and proposals. Both printers have exceeded their useful life expectancy and can no longer be maintained under a maintenance service agreement, therefore, parts and service will not be available or would be prohibitively expensive.

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 Highway Funds, Federal 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?

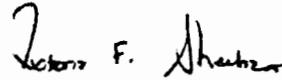
Should funds lapse as a result of not approving this request for project funding, such funds will lapse to their respective account fund balances.

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 "Victoria F. Sheehan". The signature is written in a cursive style with a large initial "V".

Victoria F. Sheehan
Commissioner