



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



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

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

Executive Office  
 January 16, 2019

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, 2019 through December 31, 2019 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, 2019. Funding is 26% Federal Funds, 67% Highway Funds, 7% Other Funds (Agency Income).

Funds to support this request are available in State FY 2019, and are contingent upon the availability and continued appropriation of funds in FY 2020, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified.

	<u>FY 2019</u>	<u>FY 2020</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 period they are for 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).

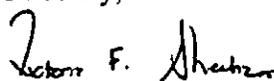
*Various personnel within the Department participate in various activities with the different programs in AASHTO as necessary.*

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,



Victoria F. Sheehan  
Commissioner

Attachments

AMERICAN ASSOCIATION  
OF STATE HIGHWAY AND  
TRANSPORTATION OFFICIALS



444 N. Capitol Street, N.W., Suite 249  
Washington, DC 20001  
202-624-5800

# INVOICE

Invoice Number: SI018249  
Invoice Date: 1/8/2019  
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 1/8/2019 Customer ID C000037  
Terms Net 0 P.O. Number

Item/Description	Qty	Quantity	Unit Price	Total Price
AASHTO Annual Membership Dues For Calendar Year 2019	1	1	31,365.73	31,365.73

Remit To:  
AASHTO 1  
P.O. Box 615051  
Washington, DC 20061-5051

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