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New Hampshire DOT
Department of Transportation

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

VICTORIA F. SHEEHAN
COMMISSIONER

WILLIAM CASS, P.E.
ASSISTANT COMMISSIONER

Executive Office
January 11, 2021

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, 2021 through December 31, 2021 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, 2021. Funding is 7% Federal Funds, 92% Highway Funds, 1% Other Funds (Agency Income).

Funds to support this request are available in State FY 2021, and are contingent upon the availability and continued appropriation of funds in State FY 2022, with the ability to adjust encumbrances between State Fiscal Years through the Budget Office if needed and justified.

	FY 2021	FY 2022
04-96-96-960015-3038 Executive Office 026-500251 Organizational Dues	$15,682.87	$15,682.86

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,

Victoria F. Sheehan

Victoria F. Sheehan
Commissioner

Attachments

AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS

AASHTO

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

INVOICE

Invoice Number: SI019964

Invoice Date: 1/4/2021

Federal ID #: 53-0204654

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

Approved for Payment
1/8/2021
Victoria F. Sheehan

Due Date 1/4/2021
Terms Net 0

Customer ID C000037
P.O. Number

Item/Description	Qty	Quantity	Unit Price	Total Price
AASHTO Annual Membership Dues For Calendar Year 2021	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**

AASHTO

Victoria F. Sheehan, *President*
Commissioner, New Hampshire Department of Transportation
Jim Tymon, *Executive Director*

January 4, 2021

Ms. Victoria Sheehan
Commissioner
New Hampshire Department of Transportation
PO Box 483 | 7 Hazen Drive
Concord, New Hampshire 03302-0483

Dear Commissioner Sheehan:

I hope the New Year is off to a great start for you and your agency. The COVID-19 pandemic presented an historic challenge that none of us saw coming. With tireless dedication to public service, AASHTO and our member state DOTs are weathering a multitude of storms created by the pandemic -- affecting capital programs, preservation, operations, maintenance, and administration -- by remaining focused on the mission of delivering the most effective and efficient surface transportation system possible.

Enclosed you will find the invoice for your state's AASHTO membership dues for Calendar Year 2021. As determined by the AASHTO's Board of Directors, the membership dues for 2021 remain at the same level as the previous four years.

I have also enclosed the 2020 AASHTO Annual Report, which highlights our key accomplishments in support of the goals and objectives established by the board, and the new AASHTO strategic plan. The new 2021-2026 strategic plan expands on AASHTO's position as a transportation leader and builds on its past work by encouraging new and collaborative partnerships and inviting greater participation from members and stakeholders. This will strengthen AASHTO's efforts to improve quality of life by working toward a transportation system that serves the needs of every community safely, equitably, sustainably and efficiently.

While our strategic plan always guides the work we do to meet the needs of our members, this year, AASHTO will also prioritize the goals and principles found in President Victoria Sheehan's key areas of emphasis:

1. Continue and strengthen AASHTO's efforts to help people better understand the value of transportation and how it impacts quality of life.
2. Focus attention on the ongoing challenge of workforce retention and development, which remains among the most pressing concerns for state departments of transportation.

These membership dues are absolutely critical as we execute these initiatives to achieve AASHTO's 2021 priorities and as we strive to effectively serve your agency's interests. I look forward to engaging with you and each member of the Board of Directors throughout the coming year to determine how we can best assist you in delivering quality transportation services to your state, and more broadly, the residents and businesses you serve. We appreciate your prompt action on this invoice.

Sincerely,

Jim Tymon
Executive Director

Enclosures