



Victoria F. Sheehan
Commissioner

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Assistant Commissioner

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The Honorable Karen Umberger, Chairman
Fiscal Committee of the General Court and

Division of Operations
April 20, 2022

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

REQUESTED ACTION

Pursuant to RSA 9:16-a, authorize the Department of Transportation to transfer \$304,946 between various Accounting Units and Classes, effective upon Fiscal Committee and the date of Governor and Council approval, through June 30, 2023, as follows.

04-096-096-960515-30050000	Current Budget FY2022	Requested Change	Revised Budget FY2022
Mechanical Services			
Expenses:			
010 500100 Permanent Personal Services	\$4,080,642	\$0	\$4,080,642
017 500147 FT Employees Special Pay	25,920	0	25,920
018 500106 Overtime	140,000	20,000	160,000
019 500105 Holiday Pay	1,500	0	1,500
020 500200 Current Expense	3,462,550	158,846	3,621,396
022 500257 Rent & Lease Non-State	30,264	0	30,264
023 500264 Heat-Electricity-Water	45,600	0	45,600
024 500225 Maint Other Than Build-Grnds	403,362	(186,346)	217,016
026 500251 Organizational Dues	750	0	750
028 582814 Transfers to General Services	334,747	0	334,747
030 500325 Equipment New/Replacement	10,369,981	0	10,369,981
037 500174 Technology-Hardware	58,553	0	58,553
038 509038 Technology-Software	12,125	0	12,125
039 500188 Telecommunications	24,230	0	24,230
046 500464 Consultants	199	0	199
047 500240 Own Forces Maint Build-Grnds	21,000	0	21,000
048 500226 Contractual Maint Build-Grnds	36,000	0	36,000
050 500109 Personal Service-Temp-Appointed	30,000	7,500	37,500
057 500535 Books Periodicals Subscriptions	4,125	0	4,125
060 500602 Benefits	2,574,565	0	2,574,565
066 500543 Employee Training	23,105	0	23,105
070 500704 In State Travel	1,000	0	1,000

	Current Budget FY2022	Requested Change	Revised Budget FY2022
080 500713 Out of State Travel	10,875	0	10,875
103 500741 Contracts for Op Services	16,000	0	16,000
Total	\$21,707,093	\$0	\$21,707,093
Source of Funds			
Revenue:			
004 408189 Intra-Agency Transfer	\$548,952	\$0	\$548,952
007 407073 Agency Income	338,728	0	338,728
009 407228 Agency Income	400,000	0	400,000
00C 401350 Agency Indirect Cost Recovery	255,531	0	255,531
000 000015 Highway Funds	20,163,882	0	20,163,882
Total	\$21,707,093	\$0	\$21,707,093

04-096-096-960515-30090000	Current Budget FY2022	Requested Change	Revised Budget FY2022
Traffic Operations			
Expenses:			
010 500100 Permanent Personal Services	\$3,319,028	\$0	\$3,319,028
017 500147 FT Employees Special Pay	2,520	0	2,520
018 500106 Overtime	303,000	0	303,000
019 500105 Holiday Pay	2,800	0	2,800
020 500200 Current Expense	3,564,886	0	3,564,886
022 500257 Rent & Lease Non-State	6,587	3,000	9,587
023 500291 Heat-Electricity-Water	249,300	0	249,300
024 500225 Maint Other Than Build-Grnds	39,776	0	39,776
026 500251 Organizational Dues	1,000	0	1,000
030 500325 Equipment New/Replacement	110,344	5,000	115,344
037 500173 Technology-Hardware	7,290	0	7,290
038 500177 Technology-Software	76,650	0	76,650
039 500188 Telecommunications	50,246	0	50,246
046 500464 Consultants	25,000	0	25,000
047 500240 Own Forces Maint Build-Grnds	12,000	0	12,000
048 500226 Contractual Maint Build-Grnds	78,840	10,500	89,340
050 500109 Personal Service-Temp-Appointed	207,600	(18,500)	189,100
057 500531 Books Periodicals Subscriptions	2,800	0	2,800
059 500117 Temp Full Time	49,288	0	49,288
060 500602 Benefits	2,205,292	0	2,205,292
066 500554 Employee Training	4,500	0	4,500
070 500704 In State Travel	36,400	0	36,400
080 500713 Out of State Travel	10,900	0	10,900
103 500741 Contracts for Op Services	3,800	0	3,800
Total	\$10,369,847	\$0	\$10,369,847

	Current Budget FY2022	Requested Change	Revised Budget FY2022
<u>Source of Funds</u>			
<u>Revenue:</u>			
000 409151 Federal Funds	\$3,845,251	\$0	\$3,845,251
004 408189 Intra Agency Transfer	37,932	0	37,932
009 403108 Agency Income	(94)	0	(94)
00C 401350 Agency Indirect Cost Recovery	210,483	0	210,483
000 000015 Highway Funds	6,276,275	0	6,276,275
Total	\$10,369,847	\$0	\$10,369,847

04-096-096-960515-31980000	Current Budget FY2022	Requested Change	Revised Budget FY2022
<u>Fuel Distribution</u>			
<u>Expenses:</u>			
010 500100 Permanent Personal Services	\$377,646	\$0	\$377,646
017 500147 FT Employees Special Pay	3,360	0	3,360
018 500106 Overtime	15,338	0	15,338
019 500105 Holiday Pay	0	100	100
020 500200 Current Expense	7,790,964	(100)	7,790,864
022 500257 Rent & Lease Non-State	5,000	0	5,000
023 500291 Heat-Electricity-Water	7,000	0	7,000
024 500225 Maint Other Than Build-Grnds	70,000	0	70,000
030 500325 Equipment New/Replacement	6,500	0	6,500
038 500177 Technology-Software	100	0	100
039 500188 Telecommunications	9,200	0	9,200
046 500464 Consultants	35,843	0	35,843
047 500240 Own Forces Maint Build-Grnds	80,000	0	80,000
048 500226 Contractual Maint Build-Grnds	108,905	0	108,905
050 500109 Personal Service-Temp-Appointed	10,000	0	10,000
057 500533 Books Periodicals Subscriptions	1,200	0	1,200
060 500602 Benefits	238,729	0	238,729
066 500555 Employee Training	4,000	0	4,000
070 500704 In State Travel	1,200	0	1,200
080 500713 Out of State Travel	3,200	0	3,200
103 500740 Contracts for Op Services	1,000	0	1,000
Total	\$8,769,185	\$0	\$8,769,185
<u>Source of Funds</u>			
<u>Revenue:</u>			
009 405921 Agency Income	\$89,113	\$0	\$89,113
000 000015 Highway Funds	8,680,072	0	8,680,072
Total	\$8,769,185	\$0	\$8,769,185

04-096-096-962015-30280000	Current Budget FY2022	Requested Change	Revised Budget FY2022
Right of Way Bureau			
Expenses:			
010 500100 Personal Services Perm	\$3,237,643	\$0	\$3,237,643
018 500106 Overtime	7,826	0	7,826
020 500200 Current Expense	22,958	0	22,958
022 500255 Rents Leases Other than State	2,500	0	2,500
024 500225 Maint Other than Build-Grn	5,000	0	5,000
026 500251 Organizational Dues	5,230	0	5,230
030 500311 Equipment New Replacement	12,850	100,000	112,850
037 500173 Technology-Hardware	3,916	0	3,916
038 500175 Technology-Software	930	0	930
039 500180 Telecommunications	28,546	0	28,546
050 500109 Personal Services Temp	124,701	0	124,701
057 500533 Books Periodicals Subscription	2,650	0	2,650
059 500117 Temporary Full Time	35,910	0	35,910
060 500601 Benefits	2,107,528	0	2,107,528
065 500541 Board Expenses	6,500	0	6,500
066 500543 Employee Training	6,925	0	6,925
070 500704 In-State Travel Reimbursement	800	0	800
080 500710 Out of State Travel Reimbursement	1,500	0	1,500
102 500731 Contracts for Program Services	4,450	0	4,450
401 500877 Land Interest	65,425	0	65,425
Total	\$5,683,788	\$100,000	\$5,783,788
Source of Funds			
Revenue:			
000-404511 Federal Funds	\$943,613	\$0	\$943,613
000-409151 Federal Funds	1,235,506	0	1,235,506
004-408189 Intra Agency Transfers	96,245	0	96,245
009-406912 Agency Income	63,000	0	63,000
00C-401350 Agency Indirect Cost Recovery	200,109	0	200,109
000-000015 Highway Funds	3,145,315	100,000	3,245,315
Total	\$5,683,788	\$100,000	\$5,783,788

04-096-096-962015-30250000	Current Budget FY2022	Requested Change	Revised Budget FY2022
Highway Design Bureau			
Expenses:			
010 500100 Personal Services Perm	\$6,043,543	\$0	\$6,043,543
018 500106 Overtime	157,013	0	157,013
019 500105 Holiday Pay	350	0	350

020 500200 Current Expense	24,800	0	24,800
022 500255 Rents Leases Other than State	3,691	0	3,691
026 500251 Organizational Dues	250	0	250
029 500290 Intra-agency Transfers	271,554	0	271,554
030 500311 Equipment New Replacement	5,500	0	5,500
037 500173 Technology-Hardware	15,689	0	15,689
038 500175 Technology-Software	9,100	0	9,100
039 500180 Telecommunications	53,134	0	53,134
046 500464 Consultants	45,687	0	45,687
047 500240 Own Forces Maint Build-Grn	500	0	500
048 500226 Contractual Maint Build-Grn	500	0	500
050 500109 Personal Services Temp	161,585	(100,000)	61,585
057 500533 Books Periodicals Subscription	100	0	100
059 500117 Temporary Full Time	157,880	0	157,880
060 500601 Benefits	3,208,569	0	3,208,569
066 500543 Employee Training	18,300	0	18,300
069 500567 Promotional Marketing	500	0	500
070 500704 In-State Travel Reimbursement	230	0	230
080 500710 Out of State Travel Reimbursement	5,000	0	5,000
400 500870 Construction Repair Material	500	0	500
405 500881 Lilac Program	50,000	0	50,000
Total	\$10,233,975	(\$100,000)	\$10,133,975
Source of Funds			
Revenue:			
000-404511 Federal Funds	\$2,018,522	\$0	\$2,018,522
000-409151 Federal Funds	2,451,070	0	2,451,070
004-408189 Intra Agency Transfers	184,960	0	184,960
008-405368 Agency Income	50,000	0	50,000
00C-401350 Agency Indirect Cost Recovery	395,984	0	395,984
000-000015 Highway Funds	5,133,439	(100,000)	5,033,439
Total	\$10,233,975	(\$100,000)	\$10,133,975

EXPLANATION

The Department requests authorization to transfer budgeted account funds among the various Accounting Units and classes in order to continue to meet the State's transportation demands. The Bureau of Right of Way is seeking to replace three survey total stations necessary to provide required surveying services. With normal use and regular maintenance, the industry standard for the life expectancy of a total station is 5 to 8 years. The three stations to be replaced are between 10 and 15 years in age and due to roadside conditions, that affect finer moving parts of the units have well exceeded their useful life.

Specific explanations relating to the Department's other spending requests are as follows:

Mechanical Services (3005) 2.53% Intra-Agency Transfers, 1.56% 007 Agency Income, 1.84% 009 Agency Income, 1.18% Agency Indirect Cost Recovery and 92.89% Highway Funds

- Class 018 Increase Overtime by \$20,000. The transfer is needed as we have experienced a 30% vacancy rate in the mechanic positions. The existing staff have worked overtime to maintain operations such as the truck build process, repairs and motor vehicle inspections. It is anticipated to use overtime to complete the motor vehicle inspections. Additional overtime is also needed in support of the migration to the new Asset Management System (WOFI).
- Class 020 Increase Current Expenses by \$158,846. Earlier estimates of the needs in this class were based on year-to-date recorded expenses. Upon further detailed review, it was determined that there are additional needs in this class to maintain the repair and maintenance of the DOT fleet through the end of the fiscal year.
- Class 024 Decrease Maintenance Other than Build-Grounds by \$186,346. Funds in this class have been identified as available as anticipated maintenance was not needed during the fiscal year.
- Class 050 Increase Personal Service–Temp–Appointed by \$7,500. We have successfully retained two former employees to work part-time to assist us in our operations. This transfer request is to cover these part-time salaries through the end of the fiscal year.

Traffic Operations (3009) 37.08% Federal Funds, 0.37% Intra-Agency Transfers, 2.03% Agency Indirect Cost Recovery and 60.52% Highway Funds

- Class 022 Increase Rent-Leases Other than State by \$3,000. Two building boilers failed in January FY2022 requiring rentals of temporary heaters during repairs. These additional funds are needed to cover rentals through the end of the fiscal year.
- Class 030 Increase Equipment New / Replacement by \$5,000. Funds are needed to outfit replacement pavement marking trucks with tool cabinets, warning equipment and accessories, as well as replacement of power tools that have reached the end of their useful life.
- Class 048 Increase Contractual Maintenance Build-Grounds by \$10,500. Emergency repairs and restoration of heating service were needed in January FY2022 when two boilers failed in the Traffic Operations building.
- Class 050 Decrease Personal Service Temp by \$18,500. Funds are available in this class due to the inability in filling vacant seasonal pavement marking positions during FY2022.

Fuel Distribution (3198) 1.02% Agency Income and 98.98% Highway Funds

- Class 019 Increase Holiday Pay by \$100. This request is made to cover unanticipated work done on a holiday.
- Class 020 Decrease Current Expenses by \$100. Expenditures in this class will be managed to accommodate this request.

Right of Way (3028) 38.5% Federal Funds, 6.4% Other Funds and 55.1% Highway Funds

- Class 030 Increase Equipment New Replacement by \$100,000 for the purchase of replacement of three survey total stations that are costly to maintain, inefficient, and well beyond useful life thus increasing operational efficiency and productivity.

Highway Design (3025) 43.7% Federal Funds, 6.2% Other Funds and 50.1% Highway Funds

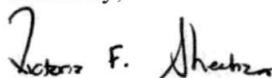
Class 050 Decrease Personal Service-Temp-Appointed by \$100,000. The inability to hire part-time employees for the engineering program has reduced costs in this class.

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?
This transfer is for continuing programs (not one-time).
2. Is this transfer required to maintain existing program level or will it increase program level?
This transfer is 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.
The source of funds are Federal Funds, Intra-Agency Income, Agency Income, Agency Indirect Cost Recovery Funds 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 transfer request, such funds will lapse to their respective account fund balances.
7. Are personal services involved?
This transfer does not result in any new full-time positions.

Your approval of this resolution is respectfully requested.

Sincerely,



Victoria F. Sheehan
Commissioner