



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



*William Cass, P.E.*  
Commissioner

*David Rodrigue, P.E.*  
Assistant Commissioner  
*Andre Briere, Colonel, USAF (RET)*  
Deputy Commissioner

The Honorable Ken Weyler, Chairman  
Fiscal Committee of the General Court and

Division of Finance  
April 25, 2023

31

His Excellency, Governor Christopher T. Sununu  
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 \$336,000 between various Accounting Units and classes, effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2023.

04-096-096-960515-30090000	Current Budget FY2023	Requested Change	Revised Budget FY2023
<b>Traffic Operations</b>			
<b>Expenses:</b>			
010 500100 Personal Services-Permanent	\$3,542,554	\$0	\$3,542,554
017 500147 FT Employees Special Payment	2,520	0	2,520
018 500106 Overtime	329,700	(20,000)	309,700
019 500105 Holiday Pay	1,300	0	1,300
020 500200 Current Expense	3,399,231	316,000	3,715,231
022 500255 Rents-Leases Other than State	6,794	(2,000)	4,794
023 500291 Heat-Electricity-Water	289,300	0	289,300
024 500228 Maint Other than Build & Grnds	39,900	(12,000)	27,900
026 500251 Organizational Dues	1,000	0	1,000
030 500311 Equipment New / Replace	113,860	(6,000)	107,860
037 500173 Technology-Hardware	5,491	0	5,491
038 500177 Technology-Software	95,800	0	95,800
039 500180 Telecommunications	64,914	(27,000)	37,914
046 500464 Consultants	20,000	0	20,000
047 500240 Own Forces Maint-Build-Grnds	16,991	0	16,991
048 500226 Contractual Maint-Build-Grnds	69,983	0	69,983
050 500109 Personal Service – Temp/Appointed	250,000	(152,000)	98,000
057 500531 Books Periodicals Subscriptions	1,000	0	1,000
059 500117 Temp Full Time	127,863	(97,000)	30,863
060 500601 Benefits	2,369,542	0	2,369,542

	<b>Current Budget FY2023</b>	<b>Requested Change</b>	<b>Revised Budget FY2023</b>
066 500554 Employee Training	11,000	0	11,000
070 500703 In State Travel Reimbursement	34,500	0	34,500
080 500713 Out of State Travel Reimbursement	10,900	0	10,900
103 500741 Contracts for Op Services	4,500	0	4,500
<b>Total</b>	<b>\$10,808,643</b>	<b>\$0</b>	<b>\$10,808,643</b>
<b>Source of Funds</b>			
<b>Revenue:</b>			
000 409151 Federal Funds	\$3,990,144	\$0	\$3,990,144
004 408189 Intra-Agency Transfer	37,916	0	37,916
009 403108 Agency Income	81	0	81
00C 401350 Agency Indirect Cost Recovery	212,491	0	212,491
000 000015 Highway Funds	6,568,011	0	6,568,011
<b>Total</b>	<b>\$10,808,643</b>	<b>\$0</b>	<b>\$10,808,643</b>

<b>04-096-096-960515-30050000</b>	<b>Current Budget FY2023</b>	<b>Requested Change</b>	<b>Revised Budget FY2023</b>
<b>Mechanical Services</b>			
<b>Expenses:</b>			
010 500100 Personal Services-Permanent	\$4,358,262	\$0	\$4,358,262
017 500147 FT Employees Special Payment	25,920	0	25,920
018 500106 Overtime	127,250	20,000	147,250
019 500105 Holiday Pay	1,500	0	1,500
020 500200 Current Expense	3,749,116	(20,000)	3,729,116
022 500257 Rents-Leases Other than State	31,112	0	31,112
023 500264 Heat-Electricity-Water	54,600	0	54,600
024 500225 Maint Other than Build & Grnds	305,198	0	305,198
026 500251 Organizational Dues	750	0	750
028 582814 Transfers to General Services	341,347	0	341,347
030 500320 Equipment New / Replace	9,744,408	0	9,744,408
037 500171 Technology-Hardware	21,468	0	21,468
038 509038 Technology-Software	15,825	0	15,825
039 500189 Telecommunications	50,730	0	50,730
046 500416 Consultants	199	0	199
047 500240 Own Forces Maint-Build-Grnds	23,189	0	23,189
048 500226 Contractual Maint-Build-Grnds	54,054	0	54,054
050 500109 Personal Service – Temp/Appointed	54,000	0	54,000
057 500535 Books Periodicals Subscriptions	4,125	0	4,125

	<b>Current Budget FY2023</b>	<b>Requested Change</b>	<b>Revised Budget FY2023</b>
060-500601 Benefits	2,724,547	0	2,724,547
066 500543 Employee Training	23,105	0	23,105
070 500704 In State Travel Reimbursement	2,500	0	2,500
080 500713 Out of State Travel Reimbursement	10,875	0	10,875
103 500741 Contracts for Op Services	20,500	0	20,500
<b>Total</b>	<b>\$21,744,580</b>	<b>\$0</b>	<b>\$21,744,580</b>
<b>Source of Funds</b>			
<b>Revenue:</b>			
004 408189 Intra-Agency Transfer	\$554,938	\$0	\$554,938
009 407228 Agency Income	400,000	0	400,000
00C 401350 Agency Indirect Cost Recovery	256,112	0	256,112
000 000015 Highway Funds	20,533,530	0	20,533,530
<b>Total</b>	<b>\$21,744,580</b>	<b>\$0</b>	<b>\$21,744,580</b>

### EXPLANATION

The Department requests authorization to transfer budgeted account funds among the various Accounting Units and classes to continue to meet the State's transportation demands. Specific explanations relating to the Department's spending requests are as follows:

**Traffic Operations (3009) - 36.9% Federal Funds, 0.4% Intra Agency Transfers, 2.0% Agency Indirect Cost Recovery, 60.7% Highway Funds**

- Class 018      Decrease Overtime by \$20,000. Funds are available in the overtime class as the demand for overtime has been lower since the pandemic.
- Class 020      Increase Current Expense by \$316,000. This increase is requested due to significantly higher costs for several key commodities used by the Traffic bureau including road paint (36% more than budget), reflector beads (up 39% versus the budget), steel sign posts and panels.
- Class 022      Decrease Rents Leases other than State by \$2,000. Expenses in this class have been lower than budgeted and these funds are available.
- Class 024      Decrease Maintenance other than Building – Grounds by \$12,000. Maintenance on equipment has been lower than budgeted making these funds available.
- Class 030      Decrease Equipment New / Replacement by \$6,000. Purchases of equipment originally budgeted for FY2023 will be deferred till FY 2024-FY 2025.

- Class 039 Decrease Telecommunications by \$27,000. The funds in this class are available due to the proposed expansion of the system being delayed and anticipated rising costs did not occur in FY 2023.
- Class 050 Decrease Personal Service Temp / Appointed by \$152,000. Traffic Operations has had a difficult time filling vacant seasonal pavement marking positions that are funded in this class. These funds are available due to the high vacancy rate.
- Class 059 Decrease Temp Full Time by \$97,000. These funds were established to fill 2 temporary positions; the delay in the hiring these personnel has made these funds available for this transfer request.

**Mechanical Services (3005) – 2.6% Intra Agency Transfers, 1.8% Agency Income, 1.2% Agency Indirect Cost Recovery, 94.4% Highway Funds**

- Class 018 Increase Overtime by \$20,000. Due to the high vacancy rate at Mechanical Services, personnel are putting in overtime to respond to equipment breakdowns. The spring is also the time of year that the truck builds begin in order to prepare for the upcoming winter maintenance period.
- Class 020 Decrease Current Expense by \$20,000. Expenditures in this class will be managed to accommodate this transfer request.

The Department requests authorization to transfer budgeted account funds among the various classes to continue to meet the State's transportation demands. Specific explanations relating to the Department's spending requests are as follows:

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 is Intra Agency Income, Agency Income, Agency Indirect Cost Recovery 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 request, the funds will lapse to the Highway fund.

7. Are personal services involved?

This transfer does not result in any new positions.

Your approval of this resolution is respectfully requested.

Sincerely,

A handwritten signature in black ink that reads "William Cass". The signature is written in a cursive style with a large, prominent initial "W".

William Cass, P.E.  
Commissioner