0 MAY 12'23 PM 2:25 RCV

Jam

New Hampshire DOT
Department of Transportation

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

40

William Cass, P.E.
Commissioner

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

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

Project Development
May 1, 2023

REQUESTED ACTION

Authorize the Department of Transportation to pay membership dues **Retroactively** in the amount of $2,925 for the period of January 1, 2023, through December 31, 2023, to the Institute of Transportation Engineers, Washington, DC, Vendor #170733 for initial membership in the organization from the date of Governor and Council approval through December 31, 2023. Funding is 100% Federal Funds.

	FY 2023
04-96-96-962015-3036 SPR Research Funds 026-500251 Organizational Dues	$2,925

EXPLANATION

This is **Retroactive** because the membership invoice for Institute of Transportation Engineers was received after the effective period had started.

Membership in the Institute of Transportation Engineers (ITE) assists the NH Department of Transportation by promoting networking and knowledge exchange. ITE is an international organization whose mission is to provide the global community of transportation professionals with the knowledge, practices, skills and connections to serve the needs of their communities and help shape the future of the profession and transportation in the societal context. ITE engagement with the US Department of Transportation helps shape new guidance, tools and technologies.

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?

ITE was founded in 1930. The Department has had a membership in the past, but budgetary concerns resulted in a cancelation of membership in 2014.

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?

There are 34 states that belong to ITE. The Department of Transportation 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.)

Standard flat fee for a state agency membership.

5. What benefit does the state receive from participating in this membership?

Membership in ITE promotes networking and knowledge exchange with a network of over 17,000 engineering professionals through events and training.

6. Are training or educational/research materials included in the membership? If so, is the cost included? Explain in detail.

ITE members receive access to a suite of tools to develop professionally, enhancing leadership skills and advance their careers as part of the membership fee. This includes leadership and professional development courses. Attendance at some trainings and conferences is offered to members at a reduced rate. A reduced rate is offered for essential publications including the Trip Generation Manual, Traffic Engineering Handbook, Highway Capacity Manual, and the Manual of Traffic Signal Design.

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.

No, travel is not included in this membership.

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).

Susan Klasen, Assistant Director of Operations is a voting member, and William Lambert, Highway Safety Administrator is voting and committee member as well as a contributor to published ITS documents. With this membership several more employees are expected to participate as active members including as officers of the NH chapter.

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 ITE, all the benefits outlined in the Explanation would not be realized.

Your approval of this resolution is respectfully requested.

Sincerely,

William Cass, PE
Commissioner

Attachment

Invoice

RECEIVED
JAN 26 2023
Bureau of Materials & Research
NH Dept. of Transportation

January 26, 2023

Jennifer Lane
Communications Specialist
Commissioners Office
New Hampshire Department of Transportation
7 Hazen Drive, PO Box 483
Concord, NH 03302-0483

Item No.	Description	Amount
1	**Public Agency Membership Dues for the year 2023.**	**$2925 (USD)**

This option is designed to provide individual memberships for a large number of eligible professional staff members of the agency. Your agency will have the flexibility to add and replace members at any time.

Pricing is dependent upon the population size of your respective city, county, region, or state and there is a limit on the number of individuals, capped when the price gets to $125 per person.

Any changes made to your agency's roster need to be in writing. If you wish to make changes to your membership, please note the changes on the attached roster and return to Eunice Thoya, ethoya@ite.org.

Total Amount Due:	**$2925 (USD)**

Payment terms: The amount billed covers calendar year membership for 2023 and is **due upon receipt**. Only one check or charge to one single credit card will be accepted for payment.

Make your check payable to **Institute of Transportation Engineers** (Billing reference: **2023 Public Agency Membership**).

(Federal Employer Identification No.: **53-0232732**)

Please return to:
Institute of Transportation Engineers
P.O. Box 791493
Baltimore, MD 21279-1493
Tel: +1-202-785-0060 ext. 145

Checked By
Sheridan Nash
On
1/30/2023

APPROVED FOR PAYMENT
DATE 1/31/23
BY David Flood
PROJECT 15260H

Institute of Transportation Engineers
1627 Eye Street, NW, Suite 550, Washington, DC 20006 USA
Tel 202-785-0060 | **Fax** 202-785-0609 | **Web** www.ite.org

ORG: 3036 WCC: 112-H Class: 26