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THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION

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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

Executive Office  
January 22, 2024

**REQUESTED ACTION**

Authorize the Department of Transportation to pay membership dues **Retroactively** in the amount of \$3,075 for the period of January 1, 2024, through December 31, 2024, to the Institute of Transportation Engineers, Washington, DC, Vendor #170733 for membership in the organization from the date of Governor and Council approval through December 31, 2024. Funding is 20% Federal Funds, 74% Highway Funds and 6% Other Funds.

FY 2024

04-96-96-960015-3038  
Executive Office  
026-500251 Organizational Dues

\$3,075

**EXPLANATION**

This is **Retroactive** because the request for membership in the Institute of Transportation Engineers was delayed while appropriate funding was identified.

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. In 2023 NH Department of Transportation's membership was renewed.*

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).

*The Assistant Director of Operations is a voting member, and the Highway Safety Administrator is a voting and committee member as well as a contributor to published ITE documents. In addition, approximately 23 engineers (Traffic, Design, Operations, Civil) and related administrators are active members of this organization.*

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 J. Cass, PE  
Commissioner

Attachments



## Invoice

October 23, 2023

Jennifer Lane  
Administrative Assistant II, Commissioner's Office  
New Hampshire Dept. of Transportation  
P.O. Box 483, 7 Hazen Drive  
Concord, NH 03302-0483

<u>Item No.</u>	<u>Description</u>	<u>Amount</u>
1	Public Agency Membership Dues for the year 2024.	\$3075 (USD)

A listing of individuals currently included in your agency membership is enclosed.

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](mailto:ethoya@ite.org).**

<b>Total Amount Due:</b>	<b>\$3075 (USD)</b>
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**Payment terms:** The amount billed covers calendar year membership for 2024 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: **2024 Public Agency Membership**).

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

**Please note our new payment address:**  
**Institute of Transportation Engineers**  
P.O. Box 6147  
McLean, VA 22106  
Tel: +1-202-785-0060 ext. 145

### **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](http://www.ite.org)



**A Community of Transportation Professionals**

**New Hampshire Dept. of Transportation**

**Agency Membership Number: 6861**

**ITE Members Affiliated With Your Agency:**

<b>Name</b>	<b>Title</b>	<b>ID#</b>
Roger L. Appleton, P.E.	Assistant District Engineer	1098648
Mr. Lee J. Baronas, P.E.	Assistant State Traffic Engineer	1078630
Emma T. Bell	Design Engineer	1084796
Desiree D. Carron, P.E.	Traffic Operations Engineer	1055848
Mr. Peter D. Crouch, P.E.	Senior Traffic Operations Engineer	1099583
Glenn L. Davison, P.E.	Supervisor of Systems Planning	1098649
Mark R. Dooley	Design Engineer	1099585
Jon A. Hebert	Senior Design Engineer	1099587
Ms. Susan M. Klasen, P.E.	TSMO Administrator	33177
Kris A. Kozlowski, P.E.	Senior Design Engineer	1098651
Mr. William R. Lambert, P.E.	Traffic Engineer/Administrator	34243
Julie L. Mathews, P.E.	Traffic Operations Engineer	1098643
Vincent L. McCants	Design Engineer	1085680
Mr. James F. McMahon, III, P.E.	Assistant District Engineer	1088022
Mr. Michael T. O'Donnell, P.E.	Senior Traffic Operations Engineer	1062576
Mr. Michael J. Servetas, P.E.	Assistant Director of Operations	24874
Nancy L. Spaulding, P.E.	Assistant District Engineer	1098647
Corey R. Spetelunas, P.E.	Senior Design Engineer	1099586
Gordon S. Thompson, P.E.	Traffic Research Engineer	1098644
Mr. William E. Watson, P.E.	Transportation Bureau Administrator	1013627
Hans S. Weber	Design Engineer	1099584
Charles (CR) R. Willeke, P.E.	Municipal Highways Engineer	1098650
Mr. Ian M. Wong, P.E., PTOE	Traffic Design Engineer	32313
Rianna M. Yuen	Traffic Operations Engineer	1098645
Mrs. Amanda-Joe Waiola Zatecka, P.E.	Civil Engineer V	1103141