



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

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

Division of Finance
January 24, 2024

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

REQUESTED ACTION

- 1. Pursuant to RSA 9:16-c, I, authorize the Department of Transportation to establish various non-budgeted classes in various accounting units and to transfer \$15,000 between various accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2024. 100% Federal Funds.

Table with 4 columns: Account Number, Current Budget FY2024, Requested Change, Revised Budget FY2024. Rows include Construction Bureau, Expenses (010-080), Total, Source of Funds, and Revenue (000-004).

| 04-096-096-962015-3035 | Current Budget FY2024 | Requested Change | Revised Budget FY2024 |
|--|----------------------------------|-----------------------------|----------------------------------|
| 00C-401350 Agency Indirect Cost Recovery | 399,141 | 0 | 399,141 |
| 000-000015 Highway Funds | 4,838,292 | 0 | 4,838,292 |
| Total | \$13,093,244 | \$(15,000) | \$13,078,244 |

| 04-096-096-960315-2056 | Current Budget FY2024 | Requested Change | Revised Budget FY2024 |
|--|----------------------------------|-----------------------------|----------------------------------|
| Office of Access, Opportunity, and Compliance | | | |
| Expenses: | | | |
| 010 500100 Personal Services Perm Class | \$552,972 | \$0 | \$552,972 |
| 018 500106 Overtime | 2,316 | 0 | 2,316 |
| 020 500200 Current Expense | 2,250 | 0 | 2,250 |
| 022 500255 Rents-Leases Other than State | 1,619 | 0 | 1,619 |
| 030 500301 Equipment New Replace | 5,398 | 0 | 5,398 |
| 039 500180 Telecommunications | 7,296 | 0 | 7,296 |
| 050 500109 Personal Services – Temporary | 0 | 15,000 | 15,000 |
| 059 500117 Temp Full Time | 86,532 | 0 | 86,532 |
| 060 500601 Benefits | 309,184 | 0 | 309,184 |
| 066 500543 Employee Training | 100 | 0 | 100 |
| 080 500719 Out of State Travel | 1,500 | 0 | 1,500 |
| Total | \$969,167 | \$15,000 | \$984,167 |
| Source of Funds | | | |
| Revenue: | | | |
| 000 404511 Federal Funds | \$761,518 | \$15,000 | \$776,518 |
| 00C-401350 Agency Indirect Cost Recovery | 202,632 | 0 | 202,632 |
| 000-000015 Highway Funds | 5,017 | 0 | 5,017 |
| Total | \$969,167 | \$15,000 | \$984,167 |

2. Pursuant to RSA 9:16-a, authorize the Department of Transportation to establish various non-budgeted classes in various accounting units and to transfer \$426,743 between various accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2024. 100% Highway Funds

| 04-096-096-960015-2938 | Current Budget FY2024 | Requested Change | Revised Budget FY2024 |
|----------------------------------|----------------------------------|-----------------------------|----------------------------------|
| Debt Service | | | |
| Expenses: | | | |
| 043 500401 Debt Service Treasury | \$14,025,204 | \$(426,743) | \$13,598,461 |
| Total | \$14,025,204 | \$(426,743) | \$13,598,461 |
| Source of Funds | | | |
| Revenue: | | | |
| 000-000015 Highway Funds | \$14,025,204 | \$(426,743) | \$13,598,461 |
| Total | \$14,025,204 | \$(426,743) | \$13,598,461 |

| 04-096-096-960015-2939 | Current Budget FY2024 | Requested Change | Revised Budget FY2024 |
|--|----------------------------------|-----------------------------|----------------------------------|
| Transfers to Other Agencies | | | |
| Expenses: | | | |
| 027 582703 Transfers to DoIT | \$14,220,203 | \$0 | \$14,220,203 |
| 049 584995 Transfer to Other State Agency | 60,714 | 0 | 60,714 |
| 211 501530 Catastrophic Casualty Insurance | 460,780 | 0 | 460,780 |
| 407 500883 Trans to Bd of Tax-Land Ap | 104,951 | 0 | 104,951 |
| 409 500886 Transfer to Dept of Justice | 1,278,493 | 42,802 | 1,321,295 |
| 411 500888 Transfer to DES Dam Bureau | 68,850 | 0 | 68,850 |
| Total | \$16,193,991 | \$42,802 | \$16,236,793 |
| | | | |
| Source of Funds | | | |
| Revenue: | | | |
| 004-408189 Intra Agency Transfers | \$98,776 | \$0 | \$98,776 |
| 000-000015 Highway Funds | 16,095,215 | 42,802 | 16,138,017 |
| Total | \$16,193,991 | \$42,802 | \$16,236,793 |

| 04-096-096-960015-2940 | Current Budget FY2024 | Requested Change | Revised Budget FY2024 |
|--|----------------------------------|-----------------------------|----------------------------------|
| General Fund Overhead | | | |
| Expenses: | | | |
| 028 582814 Transfers to General Services | \$1,235,248 | \$0 | \$1,235,248 |
| 040 500800 Indirect Costs | 1,430,101 | 383,941 | 1,814,042 |
| 089 501543 Transfer to DAS Maint Fund | 165,702 | 0 | 165,702 |
| Total | \$2,831,051 | \$383,941 | \$3,214,992 |
| | | | |
| Source of Funds | | | |
| Revenue: | | | |
| 001-484914 Transfers from Other Agency | \$46,265 | \$0 | \$46,265 |
| 000-000015 Highway Funds | 2,784,786 | 383,941 | 3,168,727 |
| Total | \$2,831,051 | \$383,941 | \$3,214,992 |

EXPLANATION

The Department requests authorization to transfer budgeted account funds among the various accounts in order to pay for services incurred in meeting the State's transportation demands. Specific explanations relating to the Department's spending requests are as follows:

Construction Bureau (3035) – 39.0% Federal Funds, 21.0% Intra-Agency Transfers, 3.0% Agency Indirect Cost Recovery, 37.0% Highway Funds

Class 050 Decrease Personal Services – Temporary by \$15,000. Funds are available in this class due to a limited availability of student interns for the summer of 2023.

Office of Access Opportunity & Compliance (AU 2056) – 78.6% Federal Funds, 21.4% Agency Indirect Cost Recovery

Class 050 Increase Personal Services – Temporary by \$15,000. This class line is needed to hire two student interns to support the Office of Access, Opportunity, and Compliance for the summer of 2024. Scope of duties to include the collection of asset conditions related to pedestrian infrastructure, sidewalks and intersections. These positions also input data into database and summarize findings.

Debt Service (AU 2938) – 100% Highway Funds

Class 043 Decrease Debt Service Treasury by \$426,743. Funds are available in this class based on existing debt service.

Transfers to Other Agencies (AU 2939) – 1% Intra Agency Transfers, 99% Highway Funds

Class 409 Increase Transfers to Dept of Justice by \$42,802. Additional funds are needed in this class to cover the 10% salary increase approved for the FY2024 budget.

General Fund Overhead (AU 2940) – 1.6% Transfers from Other Agencies, 98.4% Highway Funds

Class 040 Increase Indirect Costs by \$383,941. Additional funds are needed in this class to cover higher than budgeted/anticipated SWCAP invoices for FY2024.

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?
Transfers are for continuing programs (not one-time).
2. Is this transfer required to maintain existing program level or will it increase program level?
Transfers are 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.
Sources of funds include Federal Funds, Agency Income 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 for project funding, such funds will lapse to their respective account fund balances.
7. Are personnel services involved?
The transfer is in relation to 2 temporary part-time positions within the Office of Access Opportunity & Compliance.

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 "W" and "C".

William J. Cass, PE
Commissioner