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William Cass, P.E.  
Commissioner

THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION

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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

Bureau of Finance & Contracts  
February 6, 2024

**REQUESTED ACTION**

Authorize the Department of Transportation to pay membership dues **retroactively** in the amount of \$15,000 for the period of July 1, 2023 through June 30, 2024 to the American Association of State Highway and Transportation Officials (AASHTO), Washington, DC, Vendor #170721, to participate in the Operations Technical Services Program (Ops TSP) from the date of Governor and Council approval through June 30, 2024. Funding is 100% Federal Funds.

Funding is available as follows:

	<u>FY 2024</u>
04-96-96-962015-3036 SPR Research Funds	
026-500251 Organizational Dues	\$15,000
	<hr/>
	\$15,000

**EXPLANATION**

This is **retroactive** because membership invoices from AASHTO are received after the July 1 effective date.

Membership in AASHTO assists the New Hampshire Department of Transportation (NH DOT) in meeting its responsibility to address the transportation needs of the State of New Hampshire. As a member of AASHTO, the NH DOT can participate in Technical Service Programs (TSP) that cover a variety of areas of expertise.

AASHTO's Operations Technical Services Program allows members to participate in the implementation of the Transportation Operations Manual, a one-stop digital resource for Transportation System Management Operations (TSMO), and Regional Operations Leadership Forums, a program that equips TSMO managers and leaders with tools and knowledge necessary to advance their skills and careers.

AASHTO is a non-profit, non-partisan association representing the 50-member State Highway and Transportation Departments, the District of Columbia and Puerto Rico, and is essentially an instrument of the agencies. AASHTO's activities involve the principal transportation modes, with its major purpose to foster the development, operation and maintenance of an integrated national transportation system.

Founded in 1914, the American Association of State Highway and Transportation Officials is a legally incorporated non-profit entity and exist to be of service to its member departments. Composed primarily of the public officials in state agencies with responsibilities for highway and transportation, the Association also includes as an ex officio member, the

U.S. Department of Transportation. In addition, a number of public highway transportation agencies in other nations belong to the Association as affiliate members and a number of sub-state transportation agencies in the United States belong as associate members.

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?

*AASHTO was founded in 1914; the Department has been a member since AASHTO's inception.*

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?

*AASHTO is over all 50 U.S. states, the Department 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.)

*Membership dues for this TSP are a standard fee to all members.*

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

*Membership in AASHTO assists the NH Department of Transportation in meeting its responsibility to address the transportation needs of the State of New Hampshire. As a member of AASHTO, the NH Department of Transportation benefits greatly in the following areas: setting technical engineering standards; conducting materials and products research and testing; providing training and career development; and offering a forum for considering national/international administrative, financial, legal, and operational state-of-the-art practices.*

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

*AASHTO offers products and services that are software related and are available at an additional cost. AASHTO has many educational seminars in which the travel expenses are included in the membership fee.*

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.

*Some travel to membership meetings are included with the membership fees, and can vary year to year.*

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).

*Various personnel within the Department participate in various activities with the different programs in AASHTO as necessary.*

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

This resolution for FY 2024 will add the membership dues for this TSP program for Governor and Council approval.

Your approval of this resolution is respectfully requested.

Sincerely,



William J. Cass, P.E.  
Commissioner

Attachment



Roger Millar, PE, FASCE, FAICP, *President*  
 Secretary, Washington State Department of Transportation  
 Jim Tymon, *Executive Director*

FEDERAL I.D.: 53-0204654

INVOICE NO.: C000036-6830-2024

July 10, 2023

**BILLED TO:**

Mr. William Cass  
 Commissioner  
 New Hampshire Department of Transportation  
 PO Box 483 | 7 Hazen Drive  
 Concord, New Hampshire 03302-0483

Support for FY 2024 participation in the following AASHTO Technical Service Program:

Technical Service Program	Amount
AASHTO Operations Technical Services Program (Ops TSP)	\$ 15,000
<b>Total for New Hampshire Department of Transportation</b>	<b>\$ _____</b>

PLEASE RETURN A COPY OF THIS INVOICE WITH YOUR CHECK.  
 YOUR CANCELLED CHECK IS YOUR RECEIPT.

Please make checks payable to: **AASHTO**

Send remittance to: AMER ASSOC STATE HIGHWAY TRAN OFFICIALS  
 P.O. Box 7155051  
 Philadelphia, PA, 19171-5051