

John



William J. 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

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

Division of Finance  
September 17, 2024

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 \$570,000 between various Accounting Units and classes, effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2025.

04-096-096-960515-30070000	Current Budget FY2025	Requested Change	Revised Budget FY2025
<b>Highway Maintenance Bureau</b>			
<b>Expenses:</b>			
010 500100 Personal Services Perm Class	\$34,354,071	\$0	\$34,354,071
017 500147 FT Employees Special Payments	415,480	0	415,480
018 500106 Overtime	1,188,742	0	1,188,742
019 500105 Holiday Pay	5,824	0	5,824
020 500200 Current Expenses	4,116,179	0	4,116,179
022 500242 Rents-Leases Other than State	4,295,951	(380,000)	3,915,951
023 500291 Heat Electricity Water	701,128	0	701,128
024 500225 Maint Other Than Build-Grn	275,201	0	275,201
030 500305 Equipment New / Replace	1,497,185	0	1,497,185
037 500174 Technology-Hardware	100	0	100
038 500175 Technology-Software	100	0	100
039 500190 Telecommunications	144,471	0	144,471
046 500464 Consultants	175,783	0	175,783
047 500240 Own Forces Mant Build-Grn	229,770	0	229,770
048 500226 Contractual Maint Build-Grn	184,075	0	184,075
050 500109 Personal Service Temp Appointed	232,683	0	232,683
057 500531 Books Periodicals Subscript	100	0	100
060 500601 Benefits	24,483,815	0	24,483,815
066 500543 Employee Training	40,000	0	40,000
070 500704 In State Travel Reimbursement	142,500	0	142,500
080 500713 Out of State Travel Reimbursement	10,000	0	10,000
103 500741 Contracts for Op Services	264,010	0	264,010
400 500871 Construction Repair Materials	1,000	0	1,000

<b>04-096-096-960515-30070000</b>	<b>Current Budget FY2025</b>	<b>Requested Change</b>	<b>Revised Budget FY2025</b>
406 500882 Environment Expense	200,000	0	200,000
<b>Total Expenses</b>	<b>\$72,958,168</b>	<b>(\$380,000)</b>	<b>\$72,578,168</b>
<b>Source of Funds</b>			
<b>Revenue</b>			
009 403669 Agency Income	\$35,000	\$0	\$35,000
000 000015 Highway Fund	72,923,168	(\$380,000)	72,543,168
<b>Total Revenue</b>	<b>\$72,958,168</b>	<b>(\$380,000)</b>	<b>\$72,578,168</b>

<b>04-096-096-960515-29280000</b>	<b>Current Budget FY2025</b>	<b>Requested Change</b>	<b>Revised Budget FY2025</b>
<b>Winter Maintenance</b>			
<b>Expenses:</b>			
017 500147 FT Employees Special Payments	\$3,598,840	\$0	\$3,598,840
018 500106 Overtime	5,678,810	0	5,678,810
019 500105 Holiday Pay	44,800	0	44,800
020 500200 Current Expenses	13,301,187	0	13,301,187
022 500257 Rents-Leases Other than State	8,706,885	(190,000)	8,516,885
023 500291 Heat Electricity Water	967,000	0	967,000
024 500225 Maint Other Than Build-Grn	242,954	0	242,954
030 500311 Equipment New / Replace	1,051,082	0	1,051,082
037 500174 Technology-Hardware	98,213	0	98,213
038 500175 Technology-Software	25,100	0	25,100
039 500180 Telecommunications	169,000	0	169,000
047 500240 Own Forces Mant Build-Grn	10,093	0	10,093
048 500226 Contractual Maint Build-Grn	54,749	0	54,749
049 584914 Transfer to Other State Agency	100,000	0	100,000
050 500109 Personal Service Temp Appointed	202,205	0	202,205
060 500601 Benefits	1,969,346	0	1,969,346
070 500704 In State Travel Reimbursement	140,291	0	140,291
103 500741 Contracts for Op Services	136,111	0	136,111
<b>Total Expenses</b>	<b>\$36,496,666</b>	<b>(\$190,000)</b>	<b>\$36,306,666</b>
<b>Source of Funds</b>			
<b>Revenue</b>			
000 000015 Highway Fund	\$36,496,666	(\$190,000)	\$36,306,666
<b>Total Revenue</b>	<b>\$36,496,666</b>	<b>(\$190,000)</b>	<b>\$36,306,666</b>

04-096-096-960515-30050000	Current Budget FY2025	Requested Change	Revised Budget FY2025
<b>Mechanical Services</b>			
<b>Expenses:</b>			
010 500100 Personal Services-Permanent	\$4,600,191	\$0	\$4,600,191
017 500147 FT Employees Special Payment	86,370	0	86,370
018 500106 Overtime	151,923	0	151,923
019 500105 Holiday Pay	1,500	0	1,500
020 500200 Current Expense	3,975,259	20,000	3,995,259
022 500257 Rents-Leases Other than State	30,881	0	30,881
023 500264 Heat-Electricity-Water	71,263	0	71,263
024 500225 Maint Other than Build & Grnds	372,441	100,000	472,441
026 500251 Organizational Dues	750	0	750
028 582814 Transfers to General Services	508,990	0	508,990
030 500320 Equipment New / Replace	16,891,884	450,000	17,341,884
037 500171 Technology-Hardware	46,824	0	46,824
038 509038 Technology-Software	32,000	0	32,000
039 500189 Telecommunications	75,930	0	75,930
046 500416 Consultants	199	0	199
047 500240 Own Forces Maint-Build-Grnds	31,374	0	31,374
048 500226 Contractual Maint-Build-Grnds	158,063	0	158,063
050 500109 Personal Service – Temp/Appointed	44,592	0	44,592
057 500535 Books Periodicals Subscriptions	5,500	0	5,500
060 500601 Benefits	2,923,099	0	2,923,099
066 500543 Employee Training	17,750	0	17,750
070 500704 In State Travel Reimbursement	1,000	0	1,000
080 500713 Out of State Travel Reimbursement	10,875	0	10,875
103 500741 Contracts for Op Services	31,000	0	31,000
Total	\$30,069,658	\$570,000	\$30,639,658
<b>Source of Funds</b>			
<b>Revenue:</b>			
004 408189 Intra-Agency Transfer	\$695,412	\$0	\$695,412
009 407228 Agency Income	585,000	0	585,000
00C 401350 Agency Indirect Cost Recovery	245,942	0	245,942
000 000015 Highway Funds	28,543,304	570,000	29,113,304
Total	\$30,069,658	\$570,000	\$30,639,658

## EXPLANATION

The Department requests authorization to transfer account funds from AU 3007, Highway Maintenance and AU 2928, Winter Maintenance, to AU 3005 Mechanical Services among various classes to continue to meet the State's transportation demands. The Highway Maintenance bureau was budgeted in AU 3007 and AU 2928 for the lease of 66 loader-backhoes. The lease expired in Spring 2024. During the process of establishing a new lease agreement for the next five years, it was determined that the Department would purchase the 66 leased loader-backhoes instead. The transferred funds will support maintenance, repair and replacement of the now State-owned loader-backhoes. Specific explanations relating to the Department's spending requests are as follows:

### **Highway Maintenance Bureau (3007) 100% Highway Funds**

Class 022      Decrease Rent-Leases Other Than State by \$380,000. Funds are available due to Highway Maintenance no longer leasing backhoes as it has since 2014. The backhoes are now owned and maintained by Bureau of Mechanical Services following expiration of the leases in Spring 2024.

### **Winter Maintenance Bureau (2928) 100% Highway Funds**

Class 022      Decrease Rent-Leases Other Than State by \$190,000. Funds are available due to Highway Maintenance no longer leasing backhoes as it has since 2014. The backhoes are now owned and maintained by Bureau of Mechanical Services following expiration of the leases in Spring 2024

### **Mechanical Services (3005) 3.80% Intra-Agency Transfers, 3.19% Agency Income, 1.34% Agency Indirect Cost Recovery, 91.67% Highway Funds**

Class 20      Increase Current Expense by \$20,000 to cover additional maintenance, repair and replacement costs for State-owned loader-backhoes.

Class 24      Increase Maintenance Other than Build & Grnds by \$100,000 to cover additional maintenance, repair and replacement costs for State-owned loader-backhoes.

Class 30      Increase Equipment new/Replace by \$450,000 to cover additional maintenance, repair and replacement costs for State-owned loader-backhoes.

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?  
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 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 initial "W" and a long, sweeping underline.

William J. Cass, P.E.  
Commissioner