



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 Ken Weyler, Chairman  
Fiscal Committee of the General Court and

Division of Operations  
January 6, 2025

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Pursuant to RSA 9:16-a, I, authorize the Department of Transportation to transfer \$305,000 within various accounting units and classes, effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2025. 100% Highway Funds

04-096-096-960515-3007	Current Budget FY2025	Requested Change	Revised Budget FY2025
<b>Highway Maintenance</b>			
<b>Expenses:</b>			
010 500100 Personal Services Perm Class	\$34,354,071	\$0	\$34,354,071
017 500147 FT Employees Special Payment	415,480	0	415,480
018 500106 Overtime	1,188,742	(75,000)	1,113,742
019 500105 Holiday Pay	5,824	0	5,824
020 500200 Current Expense	4,116,179	(100,000)	4,016,179
022 500257 Rents-Leases Other than State	3,915,951	140,000	4,055,951
023 500291 Heat, Electricity, Water	701,128	0	701,128
024 500225 Maint. Other than Bldg-Grounds	275,201	0	275,201
030 500304 Equipment New Replacement	1,497,184	0	1,497,184
037 500174 Technology-Hardware	100	0	100
038 500175 Technology-Software	100	0	100
039 500188 Telecommunications	144,471	0	144,471
046 500463 Consultants	175,783	0	175,783
047 500240 Own Forces Maint Bldgs & Grnds	229,770	0	229,770
048 500226 Contractual Maint Bldgs & Grnds	184,075	0	184,075
050 500109 Personal Service Temp	232,683	115,000	347,683
057 500535 Books Periodicals Subscriptions	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 500717 Out of State Travel Reimbursement	10,000	0	10,000
103 500741 Contracts for Op Services	264,010	0	264,010

<b>04-096-096-960515-3007</b>	<b>Current Budget FY2025</b>	<b>Requested Change</b>	<b>Revised Budget FY2025</b>
400 500871 Construction Repair Materials	1,000	0	1,000
406 500882 Environmental Expense	200,000	(80,000)	120,000
<b>Total</b>	<b>\$72,578,167</b>	<b>\$0</b>	<b>\$72,578,167</b>
<b>Source of Funds</b>			
<b>Revenue:</b>			
009 403669 Agency Income	\$35,000	\$0	\$35,000
000 000015 Highway Funds	72,543,167	0	72,543,167
<b>Total</b>	<b>\$72,578,167</b>	<b>\$0</b>	<b>\$72,578,167</b>

<b>04-096-096-960515-2928</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 Payment	\$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 Expense	15,751,187	50,000	15,801,187
022 500257 Rents-Leases Other than State	11,516,885	0	11,516,885
023 500291 Heat, Electricity, Water	1,067,000	0	1,067,000
024 500225 Maint. Other than Bldg-Grounds	242,953	0	242,953
030 500311 Equipment New Replacement	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 Maint Bldgs & Grnds	20,093	0	20,093
048 500226 Contractual Maint Bldgs & Grnds	54,749	0	54,749
049 584914 Class 049 Interagency 014 Expense	100,000	0	100,000
050 500109 Personal Service Temp	302,205	0	302,205
060 500601 Benefits	1,991,056	0	1,991,056
070 500704 In-State Travel Reimbursement	165,291	0	165,291
103 500741 Contracts for Op Services	136,111	(50,000)	86,111
<b>Total</b>	<b>\$42,013,375</b>	<b>\$0</b>	<b>\$42,013,375</b>
<b>Source of Funds</b>			
<b>Revenue:</b>			
000-000015 Highway Funds	\$42,013,375	\$0	\$42,013,375
<b>Total</b>	<b>\$42,013,375</b>	<b>\$0</b>	<b>\$42,013,375</b>

## EXPLANATION

The Department requests authorization to transfer the amount of \$305,000 between various accounting units and classes. Specific explanations relating to the Department's spending requests are as follows:

### Highway Maintenance (3007) 0.01% Other Funds, 99.99% Highway Funds

- Class 018    Decrease Overtime by \$75,000. Funds are available in this class due to high vacancy rates in permanent positions in Highway Maintenance statewide.
- Class 020    Decrease Current Expenses by \$100,000. Expenses in this class will be managed to accommodate this transfer request.
- Class 022    Increase Rents-Leases Other than State by \$140,000. This increase is to cover increased costs due to use of rented equipment to help offset high vacancy rates in permanent employees.
- Class 050    Increase Personal Service Temp by \$115,000. This increase is to cover cost of temporary employees assisting with maintenance activities due to high vacancy rates and retirement of experienced employees in Highway Maintenance facilities statewide.
- Class 406    Decrease Environmental Expenses by \$80,000. Funds are available in this class due to lower than anticipated environmental costs at Highway Maintenance facilities statewide.

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

- Class 020    Increase Current Expense by \$50,000. This increase is to cover increased anti-icing material usage during winter storms.
- Class 103    Decrease Contracts for Op Services by \$50,000. Funds are available in this class due to lower than anticipated cost for contracted services

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,



William J. Cass, P.E.  
Commissioner