



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

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

Division of Finance
January 31, 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, II, authorize the Department of Transportation to establish various non-budgeted classes in various accounting units and to transfer \$1,015,051 between various accounts and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2025. 3% Federal Funds, 97% Highway Funds.

04-096-096-963515-30540000	Current Budget FY2025	Requested Change	Revised Budget FY2025
Consolidated Federal			
Expenses:			
018 500106 Overtime	\$16,800	\$0	\$16,800
020 500200 Current Expenses	46,111	0	46,111
023 500291 Heat Electricity Water	5,000	0	5,000
024 500225 Maint Other than Building-Ground	105,999	0	105,999
030 500300 Equipment New Replacement	1,047,293	0	1,047,293
037 500172 Technology-Hardware	6,028	0	6,028
038 500175 Technology-Software	10,159,085	0	10,159,085
046 400464 Consultants	86,918,769	0	86,918,769
060 500601 Benefits	20,169	0	20,169
065 500541 Board Expenses	40,000	0	40,000
066 500555 Employee Training	40,000	0	40,000
070 500704 In State Travel Reimbursement	15,000	0	15,000
080 500712 Out of State Travel Reimbursement	15,000	0	15,000
400 500870 Construction Repair Materials	408,260,838	(28,951)	408,231,887
401 500876 Land Interest	61,923,714	0	61,923,714
Total	\$568,619,806	\$(28,951)	\$568,590,855
Source of Funds			
Revenue			
000 409151 Federal Funds	\$537,023,707	\$(28,951)	\$536,994,756
005 402851 Private Local Funds	7,000,000	0	7,000,000
009 401771 Agency Income	500,000	0	500,000

04-096-096-963515-30540000	Current Budget FY2025	Requested Change	Revised Budget FY2025
00D 488544 Fed Rev Transfers from Other Agencies	2,800,000	0	2,800,000
000 000015 Highway Funds	21,296,099	0	21,296,099
Total	\$568,619,806	\$(28,951)	\$568,590,855

04-096-096-960315-30170000	Current Budget FY2025	Requested Change	Revised Budget FY2025
Human Resources			
Expenses:			
010 500100 Personal Services Perm Classified	\$1,086,526	\$0	\$1,086,526
017 500147 FT Employees Special Payments	0	27,000	27,000
018 500106 Overtime	11,200	0	11,200
020 500200 Current Expenses	4,942	0	4,942
022 500255 Rents-Leases Other than State	2,045	0	2,045
026 500251 Organizational Dues	600	0	600
030 500301 Equipment New Replacement	100	0	100
039 500180 Telecommunications	10,488	0	10,488
050 500109 Personal Service Temp Appointed	32,721	0	32,721
060 500601 Benefits	586,565	1,951	588,516
066 500543 Employee Training	575	0	575
070 500704 In State Travel Reimbursement	152	0	152
Total	\$1,735,914	\$28,951	\$1,764,865
Source of Funds			
Revenue			
000 404511 Federal Funds	\$332,703	\$28,951	\$361,654
00C 401350 Agency Indirect Cost Recovery	88,821	0	88,821
000 000015 Highway Funds	1,314,390	0	1,314,390
Total	\$1,735,914	\$28,951	\$1,764,865

04-096-096-960315-20560000	Current Budget FY2025	Requested Change	Revised Budget FY2025
Office of Access Opportunity & Compliance			
Expenses:			
010 500100 Personal Services Perm Classified	\$577,024	\$0	\$577,024
018 500106 Overtime	2,357	0	2,357
020 500200 Current Expenses	2,250	0	2,250
022 500255 Rents-Leases Other than State	1,619	0	1,619
030 500321 Equipment New Replacement	500	0	500
039 500190 Telecommunications	7,296	0	7,296
050 500109 Personal Service Temp Appointed	0	15,000	15,000

04-096-096-960315-20560000	Current Budget FY2025	Requested Change	Revised Budget FY2025
059 500117 Temporary Full Time	90,897	(15,100)	75,797
060 500601 Benefits	327,323	0	327,323
066 500555 Employee Training	100	0	100
070 500704 In State Travel Reimbursement	0	100	100
080 500716 Out of State Travel Reimbursement	1,500	0	1,500
Total	\$1,010,866	\$0	\$1,010,866
Source of Funds			
Revenue			
000 404511 Federal Funds	\$798,326	\$0	\$798,326
00C 401350 Agency Indirect Cost Recovery	212,421	0	212,421
000 000015 Highway Funds	119	0	119
Total	\$1,010,866	\$0	\$1,010,866

04-096-096-960015-29380000	Current Budget FY2025	Requested Change	Revised Budget FY2025
Debt Service			
Expenses:			
043 500401 Debt Service Treasury	\$15,915,697	\$(800,000)	\$15,115,697
Total	\$15,915,697	\$(800,000)	\$15,115,697
Source of Funds			
Revenue			
000 000015 Highway Funds	\$15,915,697	\$(800,000)	\$15,115,697
Total	\$15,915,697	\$(800,000)	\$15,115,697

04-096-096-960015-29400000	Current Budget FY2025	Requested Change	Revised Budget FY2025
General Fund Overhead			
Expenses:			
028 582514 Transfers to General Services	\$1,629,132	\$0	\$1,629,132
040 500800 Indirect Costs	1,430,101	800,000	2,230,101
089 501543 Transfer to DAS Maint Fund	165,702	0	165,702
Total	\$3,224,935	\$800,000	\$4,024,935
Source of Funds			
Revenue			
001 484914 Transfers from Other Agency	\$43,930	\$0	\$43,930
000 000015 Highway Funds	3,181,005	800,000	3,981,005
Total	\$3,224,935	\$800,000	\$4,024,935

04-096-096-960515-30090000	Current Budget FY2025	Requested Change	Revised Budget FY2025
Traffic Bureau			
Expenses:			
010 500100 Personal Services Perm Classified	\$3,856,501	\$0	\$3,856,501
017 500147 FT Employees Special Payments	35,150	1,000	36,150
018 500106 Overtime	308,000	110,000	418,000
019 500105 Holiday	2,240	0	2,240
020 500200 Current Expenses	5,099,233	0	5,099,233
022 500255 Rents-Leases Other than State	8,754	0	8,754
023 500291 Heat Electricity Water	544,500	0	544,500
024 500228 Maint Other than Build-Grnds	33,605	0	33,605
026 500251 Organizational Dues	41,000	0	41,000
030 500331 Equipment New Replacement	122,084	0	122,084
037 500173 Technology-Hardware	2,200	0	2,200
038 500177 Technology-Software	101,887	(60,000)	41,887
039 500180 Telecommunications	53,880	0	53,880
046 500464 Consultants	107,517	47,000	154,517
047 500240 Own Forces Maint Build-Grnds	15,500	0	15,500
048 500226 Contractual Maint Build-Grnds	104,882	0	104,882
050 500109 Personal Service Temp Appointed	158,257	(100,000)	58,257
057 500531 Books, Periodicals, Subscriptions	1,000	1,000	2,000
059 500117 Temp Full Time	145,319	(10,000)	135,319
060 500601 Benefits	2,347,757	0	2,347,757
066 500554 Employee Training	11,000	0	11,000
070 500703 In State Travel Reimbursement	30,080	8,000	38,080
080 500713 Out of State Travel Reimbursement	10,900	0	10,900
103 500741 Contracts for Op Services	4,200	3,000	7,200
Total	\$13,145,446	\$0	\$13,145,446
Source of Funds			
Revenue			
000 409151 Federal Funds	\$4,606,815	\$0	\$4,606,815
004 408189 Intra Agency Transfers	51,499	0	51,499
009 403108 Agency Income	94,000	0	94,000
00C 401350 Agency Indirect Cost Recovery	205,746	0	205,746
000 000015 Highway Funds	8,187,386	0	8,187,386
Total	\$13,145,446	\$0	\$13,145,446

04-096-096-964010-29160000	Current Budget FY2025	Requested Change	Revised Budget FY2025
Public Transportation			
Expenses:			
010 500100 Personal Services Perm Classified	\$558,462	\$0	\$558,462
018 500106 Overtime	10,020	0	10,020

04-096-096-964010-29160000	Current Budget FY2025	Requested Change	Revised Budget FY2025
019 500105 Holiday	400	0	400
020 500200 Current Expenses	2,300	0	2,300
022 500255 Rents-Leases Other than State	800	0	800
026 500251 Organizational Dues	9,500	0	9,500
029 500290 Intra Agency Transfers	3,600	0	3,600
030 500331 Equipment New Replacement	243,652	0	243,652
037 500174 Technology-Hardware	500	0	500
038 500176 Technology-Software	0	1,000	1,000
039 500180 Telecommunications	5,600	0	5,600
040 501587 Indirect Costs	145,240	0	145,240
042 500620 Additional Fringe Benefits	40,552	0	40,552
046 500464 Consultants	215,000	0	215,000
048 500226 Contractual Maint Build-Grnds	10,000	0	10,000
050 500109 Personal Service Temp Appointed	5,000	0	5,000
057 500531 Books, Periodicals, Subscriptions	500	0	500
060 500601 Benefits	313,074	0	313,074
066 500554 Employee Training	3,800	0	3,800
067 500557 Training of Providers	5,000	0	5,000
069 500567 Promotional – Marketing	100,000	0	100,000
070 500702 In State Travel Reimbursement	800	0	800
072 500575 Grants – Federal	21,411,430	(1,000)	21,410,430
073 509074 Grants – Non Federal	2,376,858	0	2,376,858
081 509081 Out of State Travel – Fed Reimbursed	8,400	0	8,400
103 502664 Contracts for Op Services	68,595	0	68,595
Total	\$25,539,083	\$0	\$25,539,083
Source of Funds			
Revenue			
000 404622 Federal Funds	\$24,991,740	\$0	\$24,991,740
005 402759 Private Local Funds	300,000	0	300,000
000 000010 General Funds	247,343	0	247,343
Total	\$25,539,083	\$0	\$25,539,083

EXPLANATION

The Department requests authorization to transfer budgeted account funds among various accounting units and classes to continue to meet the State’s transportation demands. Specific explanations relating to the Department’s spending requests are as follows:

Consolidated Federal Aid (3054) 94.4% Federal Funds, 1.2% Private Local Funds, 0.1% Agency Income, 0.5% Transfers from Other Agencies and 3.8% Highway Funds

Class 400 Decrease Construction Repair Material by \$28,951. Additional funds are available due to the timing of construction projects. This transfer will not impact the construction of any projects identified in the Ten-Year Plan.

Human Resources (3017) 19.2% Federal Funds, 5.1% Agency Indirect Cost Recovery, 75.7% Highway Funds

Class 017 Increase Full Time Employees Special Payments by \$27,000. These funds are needed to cover the stipends paid to DOT summer interns.

Class 060 Increase Benefits by \$1,951. Additional funds are needed to cover the benefits paid to the DOT summer interns.

Office of Access Opportunity & Compliance (2056) 79.0% Federal Funds, 21.0% Agency Indirect Cost Recovery

Class 050 Increase Personal Service Temp Appointed by \$15,000. These funds are requested to cover summer intern's salaries.

Class 059 Decrease Temp Full Time by \$15,100. Expenses in this class will be managed to accommodate this request.

Class 070 Increase In State Travel Reimbursement by \$100. This request is to cover travel expenses for employees working at the NASTO conference.

Debt Service (2938) 100% Highway Funds

Class 043 Decrease Debt Service Treasury by \$800,000. Funds are available in this class due to the timing of principal and interest payments during FY2025.

General Fund Overhead (2940) 1.4% Transfers from Other Agencies, 98.6% Highway Funds

Class 040 Increase Indirect Costs by \$800,000. Higher than anticipated expenses in the SWCAP require additional funds in this class.

Traffic Bureau (3009) 36.5% Federal Funds, 0.4% Intra Agency Transfers, 0.7% Agency Income, 1.6% Agency Indirect Cost Recovery, 60.8% Highway Funds

Class 017 Increase FT Employees Special Payments by \$1,000. Additional funds are needed to provide weekly stipends for eligible employees.

Class 018 Increase Overtime by \$110,000. Funds will be needed in this class to cover vacant positions and unfilled seasonal positions.

Class 038 Decrease Technology-Software by \$60,000. Funding is available in this class due to the postponement of software service to FY 2026.

Class 046 Increase Consultants by \$47,000. Additional funds are needed in this class to provide additional consultant support for drive permit review and other traffic engineering due to increased workload and vacant positions.

- Class 050 Decrease Personal Service Temp Appointed by \$100,000. Funds are available in this class due to the inability to fill vacant seasonal pavement marking positions.
- Class 057 Increase Books Periodicals Subscriptions by \$1,000. Additional funds are needed to purchase copies of recently revised key reference manuals.
- Class 059 Decrease Temp Full Time by \$10,000. Funding is available in this class due to the inability to fill a temporary position.
- Class 070 Increase In State Travel Reimbursement by \$8,000. Pavement marking crews stay at remote locations to reduce travel times to job sites from Concord. Increased travel expenses in FY 2025 will exceed the budget request.
- Class 103 Increase Contracts for Op Services by \$3,000. This request is to cover increased costs for trash and recycling collections and the addition of contracted first aid kit maintenance which were not anticipated during the budget development.

Public Transportation (2916) 97.8% Federal Funds, 1.2% Private Local Funds, 1.0% General Funds

- Class 038 Increase Technology - Software by \$1,000. The unanticipated purchase of a website license requires this transfer.
- Class 072 Decrease Grants - Federal by \$1,000. Available funding has been identified in this class and expenses will be managed to accommodate this request.

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 Federal Funds, Private Local Funds, Intra Agency Transfers, Agency Income, Agency Indirect Cost Recovery, Transfers from Other Agencies, Highway Funds and General 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?
Federal funds will not lapse but all other funds will lapse.

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, prominent "W" and "C".

William J. Cass, P.E.
Commissioner



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
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David Rodrigue, P.E.
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Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

Bureau of Highway Design
December 26, 2024

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

REQUESTED ACTION

Authorize the Department of Transportation to **retroactively** amend Contract #4011195 with HDR Engineering, Inc., Manchester, NH, Vendor #169983, for preliminary design of improvements to NH Route 120 in the City of Lebanon, by extending the completion date from December 30, 2024, to December 31, 2025, effective upon Governor and Council approval. The original Agreement was approved by Governor and Council on August 26, 2020. Time extension only, no additional funding.

EXPLANATION

This item is **retroactive** due to resource constraints and priorities which extended the time required to complete the contract adjustments.

On August 26, 2020, the Governor and Council authorized the subject agreement (Item #27; copy of Resolution attached) in the amount of \$1,151,349.56 for professional engineering design and environmental consultant services. The objective of the project is to develop an alternative that will improve the safety and mobility of the interchange and NH 120 corridor for all users from its intersection with Hanover Street through the I-89 Exit 18 interchange to the intersection with Etna Road in the City of Lebanon. Environmental efforts are needed to prepare and complete all appropriate environmental documentation including, at a minimum, the requirements of the National Environmental Policy Act, the Clean Water Act, the National Historic Preservation Act and Section 4(f) of the US Department of Transportation Act. The Consultant is also assisting the Department in undertaking a robust public involvement process building upon the City's planning efforts, including close coordination with the City of Lebanon and other stakeholders, and culminating in a formal Public Hearing for the preferred alternative. This project is included in the State's Ten-Year Transportation Improvement Plan (Lebanon, X-A004(200), 29612).

The initial time extension amendment extended the original completion date from August 31, 2022, to December 31, 2023, and was approved by Governor and Council on September 21, 2022 (Item #37A). The second time extension amendment extended the completion date to December 31, 2024, and was approved by Governor and Council on December 20, 2023 (Item #5C).

The purpose of this time extension amendment is to allow the consultant sufficient time to complete additional analyses to complete environmental documents and revised alternatives. The work is approximately Sixty-one Percent complete (61%) complete and of the original \$1,151,349.56 amount for this contract there is a balance of approximately \$450,000 remaining (100% Federal Funds).

This Agreement has been approved by the Attorney General as to form and execution. The Department has verified that the necessary funds are available. Copies of the fully-executed Agreement are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

It is respectfully requested that authority be given to amend this Agreement for consulting services as outlined above.

Sincerely,

A handwritten signature in cursive script that reads "William J. Cass".

William J. Cass, P.E.
Commissioner

Attachments