



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Commissioner

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

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

Division of Finance
 March 24, 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, authorize the Department of Transportation to transfer \$115,000 between various Accounting Units and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2025. 39.5% Federal Funds, 7.3% Other Funds and 53.2% Highway Funds.

04-096-096-962015-30250000	Current Budget FY2025	Requested Change	Revised Budget FY2025
Highway Design Bureau			
Expenses:			
010 500100 Personal Services Perm Classified	\$6,925,807	\$0	\$6,925,807
018 500106 Overtime	171,707	54,000	225,707
019 500105 Holiday	500	0	500
020 500200 Current Expenses	26,250	0	26,250
022 500255 Rents-Leases Other than State	3,000	0	3,000
029 500290 Transfers within an Agency	306,008	0	306,008
030 500300 Equipment New Replacement	5,000	0	5,000
037 500172 Technology-Hardware	500	0	500
038 500175 Technology-Software	100	0	100
039 500180 Telecommunications	52,773	0	52,773
046 400464 Consultants	5,000	0	5,000
047 500240 Own Forces Maint Build-Grnds	200	0	200
048 500226 Contractual Maint Build-Grnds	1,000	0	1,000
050 500109 Personal Service Temp Appointed	120,161	0	120,161
057 500531 Books, Periodicals, Subscriptions	150	0	150
059 500117 Temp Full Time	353,152	(54,000)	237,652
060 500601 Benefits	3,717,553	0	3,717,553
066 500555 Employee Training	19,300	0	19,300
069 500567 Promotional- Marketing Expense	500	0	500
070 500704 In State Travel Reimbursement	230	0	230
080 500712 Out of State Travel Reimbursement	8,100	0	8,100
400 500870 Construction Repair Materials	500	0	500
405 500881 Lilac Program	50,000	0	50,000

04-096-096-962015-30250000	Current Budget FY2025	Requested Change	Revised Budget FY2025
Total	\$11,767,491	\$0	\$11,767,491
Source of Funds			
Revenue			
000 409151 Federal Funds	\$4,717,738	\$0	\$4,717,738
004 408189 Intra Agency Transfer	489,405	0	489,405
008 405368 Agency Income	50,000	0	50,000
00C 401350 Agency Indirect Cost Recovery	370,045	0	370,045
000 000015 Highway Funds	6,140,303	0	6,140,303
Total	\$11,767,491	\$0	\$11,767,491

04-096-096-962015-30330000	Current Budget FY2025	Requested Change	Revised Budget FY2025
Bridge Design Bureau			
Expenses:			
010 500100 Personal Services Perm Classified	\$2,771,748	\$0	\$2,771,748
017 500147 FT Employees Special Payment	17,420	0	17,420
018 500106 Overtime	74,522	35,000	109,522
019 500105 Holiday	200	0	200
020 500200 Current Expenses	21,226	0	21,226
022 500255 Rents-Leases Other than State	3,560	0	3,560
030 500321 Equipment New Replacement	50,500	0	50,500
039 500190 Telecommunications	26,000	0	26,000
046 400464 Consultants	5,000	0	5,000
050 500109 Personal Service Temp Appointed	67,120	26,000	93,120
057 500531 Books, Periodicals, Subscriptions	2,000	0	2,000
059 500117 Temporary Full Time	223,482	(61,000)	162,482
060 500601 Benefits	1,680,072	0	1,680,072
066 500555 Employee Training	1,000	0	1,000
070 500704 In State Travel Reimbursement	200	0	200
080 500716 Out of State Travel Reimbursement	9,400	0	9,400
Total	\$4,953,450	\$0	\$4,953,450
Source of Funds			
Revenue			
000 404511 Federal Funds	\$1,894,066	\$0	\$1,894,066
004 408189 Intra Agency Transfer	161,397	0	161,397
00C 401350 Agency Indirect Cost Recovery	148,325	0	148,325
000 000015 Highway Funds	2,749,662	0	2,749,662
Total	\$4,953,450	\$0	\$4,953,450

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:

Highway Design Bureau (3025) 40.1% Federal Funds, 4.2% Intra Agency Transfers, .4% Agency Income, 3.1% Agency Indirect Cost Recovery, 52.2% Highway Funds

- Class 018 Increase Overtime by \$54,000. These funds are requested to cover necessary overtime due to vacancies in order to meet Department needs.
- Class 059 Decrease Temp Full Time by \$54,000. Expenses in this class will be managed to accommodate this request.

Bridge Design Bureau (3033) 38.2% Federal Funds, 3.3% Intra Agency Transfers, 3.0% Agency Indirect Cost Recovery, 55.5% Highway Funds

- Class 018 Increase Overtime by \$35,000. These funds are requested to cover necessary overtime due to vacancies in order to meet Department needs.
- Class 050 Increase Personal Service Temp Appointed by \$26,000. These funds are requested to cover summer intern pay.
- Class 059 Decrease Temp Full Time by \$61,000. Expenses in this class 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, Intra Agency Transfers, Agency Income, Agency Indirect Cost Recovery 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?
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, sweeping initial "W".

William J. Cass, P.E.
Commissioner