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THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.  
Commissioner

David Rodrigue, P.E.  
Assistant Commissioner

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

Executive Office  
March 23, 2025

**REQUESTED ACTION**

Authorize the Department of Transportation to pay membership dues **Retroactively** in the amount of \$31,365.73 for the period of January 1, 2025 through December 31, 2025 to the American Association of State Highway and Transportation Officials (AASHTO), Washington, DC, Vendor #170721 for continued membership in the national transportation organization from the date of Governor and Council approval through December 31, 2025. Funding is 20% Federal Funds, 74% Highway Funds, 6% Other Funds (Agency Income).

Funds are available in the following account for Fiscal Year 2025, and are anticipated to be available in Fiscal Year 2026, upon the availability and continued appropriation of funds in the future operating budgets, with the authority to adjust encumbrances between fiscal years within the price limitation through the Budget Office, if needed and justified:

	<u>FY 2025</u>	<u>FY 2026</u>
04-96-96-960015-3038 Executive Office		
026-500251 Organizational Dues	\$15,682.87	\$15,682.86

**EXPLANATION**

This is **Retroactive** because membership invoices for AASHTO are received after the effective period has started.

Membership in AASHTO assists the NH Department of Transportation in meeting its responsibility to address the transportation needs of the State of New Hampshire and support AASHTO's work representing the state departments of transportation through establishing engineering standards, policy development, technical services and delivering the safest, most efficient and effective state and national transportation systems. 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 providing a forum for national/international administrative, safety, financial, legal, and operational state-of-the-art practices. A primary value to the State of this membership is leveraging the collective knowledge and experience of all state DOTs to bring to bear on transportation issues affecting New Hampshire, and that NH's voice and input on national transportation matters is represented and amplified.

AASHTO is a non-profit, non-partisan association representing and made up of the 50-member State Highway and Transportation Departments, the District of Columbia and Puerto Rico, and is essentially

an instrument of the agencies. AASHTO is overseen by a Board of Directors comprised of Commissioners/Secretary's of Transportation from all 50 States. Commissioner Cass serves on the Board of Directors as well as the Executive Committee overseeing the organization's operation and budget. AASHTO's activities involve all the principal transportation modes, with its major purpose to foster the development, operation and maintenance of a safe, efficient, integrated national transportation system.

Founded in 1914, AASHTO is a legally incorporated non-profit entity and exists to be of service to its member departments. NH has been a member since its inception and several NHDOT Commissioners have served as AASHTO president during their terms. Composed primarily of the public officials in state agencies with responsibilities for highways 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.

AASHTO is a member sourced organization. Under AASHTO oversight, national standard design guidelines and specifications for highway and bridge design standards and materials have been established using the collective expertise of engineers from the member states (including several NHDOT staff members). Computer software for tracking bridge conditions as required by Federal Highway Administration is provided through AASHTO. Product evaluation is centralized through AASHTO, and lab accreditation for materials testing is handled by AASHTO. AASHTO also serves as a forum and clearing house for state DOTs to learn about innovation, best practices, and the latest approaches to addressing transportation issues and problems. AASHTO, due to its makeup of constituent states, is the gold standard of transportation expertise throughout the nation and the world.

Membership in AASHTO is on an agency basis, and only government agencies can belong. There are no individual memberships from either the public or private sectors. Member Department dues are calculated by AASHTO by distributing one-half total dues evenly among the 52 member departments and distributing the other one-half of total dues in accordance with each member departments Federal-aid highway apportionments of the year in which the dues is scheduled.

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 are calculated by distributing one-half total dues evenly among the 52 member departments and distributing the other one-half of total dues in accordance with each member departments Federal-aid highway apportionments of the year in which the dues is scheduled. Membership dues have not increased for several years.*

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. For example, consolidated core policy principles for federal transportation reauthorization, and associated detailed topic area whitepapers, that are being developed by organization members under AASHTO oversight will be central to developing and guiding transportation reauthorization reflective of State's needs and priorities through congressional committees in the next year. Additionally, the regional subgroup of AASHTO, the Northeast Association of State Transportation Officials (NASTO), of which Commission Cass is currently president, also serves a valuable role in bringing leadership of northeast state DOTs together to work for common interests and transportation issues in this region.*

*The return on investment of AASHTO membership is considerable. As members and participants NH receives the design standards and manuals. If we had to purchase this material it would cost in excess of \$55,000. There are over 65 DOT staff actively involved various AASHTO Committees and activities. The training and professional development value of this involvement, even at a nominal assumed cost would be a value range of \$35,000 or more. If NH had to develop the design standards we help develop as member of AASHTO independently the cost would likely be hundreds of thousand of dollars.*

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

*AASHTO has many educational seminars, research projects, and technical committees in which the travel expenses are included in the membership fee. AASHTO offers specific services and products that are discipline or software related and are available at an additional cost.*

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 is 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).

*As noted, AASHTO is a membership sourced organization historically based on a successful volunteer model to leverage and capitalize on the collective knowledge of state DOTs. As such, multiple personnel within the Department participate in various activities, projects, and committees with the different programs and discipline areas 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, the Department and the State would suffer. We would be less well informed of transportation issues affecting NH and would not have the voice or representation in Washington on transportation issues, in particular forthcoming reauthorization, that AASHTO affords. NHDOT would be much less effective in supporting NH's transportation system, needs and connectivity to the rest of the country if we were not part of AASHTO.*

Your approval of this resolution is respectfully requested.

Sincerely,



William J. Cass, PE  
Commissioner

Attachments

**AMERICAN ASSOCIATION OF STATE HIGHWAY AND  
TRANSPORTATION OFFICIALS**

**INVOICE**



555 12th Street NW, Suite 1000  
Washington DC 20004  
United States

**Inv #:** SI022550

**Date:** 1/2/2025

**Fed ID:** 53-0204654

**Bill To:**

**New Hampshire Dept. of Transportation**

William J. Cass  
Commissioner  
PO Box 483  
7 Hazen Drive  
Concord NH 03302-0483  
United States

Due Date	Terms	SO #	Cust ID	Customer PO
1/2/2025	Due on receipt		C000037	

Description	Quantity	Rate	Amount
AASHTO Annual Membership Dues for Calendar Year 2025	1	31,365.73	31,365.73

**Remit To:**

AMER ASSOC STATE HIGHWAY TRAN OFFICALS  
P.O. Box 7155051  
Philadelphia, PA 19171-5051

<b>Subtotal:</b>	\$31,365.73
<b>Invoice Discount:</b>	\$0.00
<b>Tax:</b>	\$0.00
<b>Total USD:</b>	\$31,365.73