



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



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*William Cass, P.E.*  
*Commissioner*

*David Rodrigue, P.E.*  
*Assistant Commissioner*

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

Division of Operations  
 May 16, 2025

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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 \$36,000 between various Accounting Units and classes effective upon Fiscal Committee and the date of Governor and Council approval through June 30, 2025. 2.27% Intra-Agency Transfers, 1.91% Agency Income, 0.80% Agency Indirect Cost Recovery, 95.02% Highway Funds.

<b>04-096-096-960515-3005</b>	<b>Current Budget FY2025</b>	<b>Requested Change</b>	<b>Revised Budget FY2025</b>
<b>Mechanical Services</b>			
<b>Expenses:</b>			
010 500100 Personal Services Perm Class	\$4,600,191	\$0	\$4,600,191
017 500147 FT Employees Special Payment	86,370	0	86,370
018 500106 Overtime	151,923	10,000	161,923
019 500105 Holiday Pay	1,500	0	1,500
020 500200 Current Expense	3,995,259	22,000	4,017,259
022 500257 Rents-Leases Other than State	30,881	4,000	34,881
023 500291 Heat, Electricity, Water	71,263	0	71,263
024 500225 Maint. Other than Bldg-Grounds	472,441	0	472,441
026 500251 Organizational Dues	750	0	750
028 582814 Transfers to General Services	508,990	0	508,990
030 500320 Equipment New Replacement	17,341,884	0	17,341,884
037 500171 Technology-Hardware	46,824	0	46,824
038 509038 Technology-Software	32,000	0	32,000
039 500190 Telecommunications	75,930	0	75,930
046 500416 Consultants	199	0	199
047 500240 Own Forces Maint Bldgs & Grnds	31,374	0	31,374
048 500226 Contractual Maint Bldgs & Grnds	158,063	0	158,063
050 500109 Personal Service Temp	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	(14,000)	3,750

04-096-096-960515-3005	Current Budget FY2025	Requested Change	Revised Budget FY2025
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	(22,000)	9,000
Total	\$30,639,658	\$0	\$30,639,658
<b>Source of Funds</b>			
<b>Revenue:</b>			
004 408189 Intra-Agency Transfers	\$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	29,113,304	0	29,113,304
Total	\$30,639,658	\$0	\$30,639,658

### 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:

**Mechanical Services (3005) 2.27% Intra-Agency Transfers, 1.91% Agency Income, 0.80% Agency Indirect Cost Recovery, 95.02% Highway Funds**

- Class 018      Increase Overtime by \$10,000. Additional funds are needed to cover higher than anticipated overtime use due to staffing vacancies.
- Class 020      Increase Current Expenses by \$22,000. Additional funds are needed to cover higher than anticipated costs to prepare newly purchased vehicles for service.
- Class 022      Increase Rents-Leases Other than State by \$4,000. Additional funds are needed to cover higher than anticipated welding supplies.
- Class 066      Decrease Employee Training by \$14,000. Funds are available in Employee Training due to delays in scheduling training sessions.
- Class 103      Decrease Contracts for Operating Services by \$22,000. Funds are available due to lower than anticipated costs in trash removal expenses during FY2025.

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 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?  
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