



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Commissioner

9
JAN 28 2026

David Rodrigue, P.E.
Assistant Commissioner

Michelle L. Winters
Deputy Commissioner

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

Executive Office
December 18, 2025

REQUESTED ACTION

Authorize the Department of Transportation to **retroactively** pay membership dues in the amount of \$3,250 for the period of January 1, 2026, through December 31, 2026, to the Institute of Transportation Engineers, Washington DC, Vendor #170733 for membership to this organization from the date of Governor and Council approval through December 31, 2026. Funding is 18% Federal Funds, 76% Highway Funds and 6% Other Funds.

FY 2026

04-96-96-960015-3038
Executive Office
026-500251 Organizational Dues

\$3,250

EXPLANATION

Membership in the Institute of Transportation Engineers (ITE) assists the NH Department of Transportation by promoting networking and knowledge exchange, and cost savings for everyday reference resources. ITE is an international organization whose mission states: "The ITE community advances transportation knowledge and practices for the benefit of society." ITE engagement with the US Department of Transportation helps shape new guidance, tools and technologies. ITE publishes the Trip Generation Manual, Parking Generation Manual, the Traffic Engineering Handbook, the Transportation Planning Handbook, and the ITE Journal. Involvement in ITE provides NHDOT members with the resources they need to be competent Transportation Engineers.

The Department is seeking **retroactive** approval as additional time was needed to conduct a review of the membership benefits to ensure alignment with strategic priorities. Based upon the review and value to the Department, approval is sought for these retroactive membership dues.

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?

ITE was founded in 1930. The Department's staff were instrumental in establishing the New England Chapter. Budgetary concerns resulted in a cancellation of membership in 2014. In 2023 NH Department of Transportation's membership was renewed.

2. Is there any other organization which provides the same or similar benefits that your agency belongs to?

While there are numerous benefits of the ITE agency membership, ITE publications, such as the Trip Generation Manual and Traffic Engineering Handbook are industry standards. The ITE Member Forum also provides direct access to hundreds of subject matter experts that can provide input to a wide variety of traffic safety and traffic operational questions and concerns. 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?

There are 39 states that belong to ITE. The Department of Transportation 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.)

Standard flat fee for a state agency membership based on size/population of the state.

5. What benefit does the state receive from participating in this membership?

Membership in ITE promotes networking and knowledge exchange with a network of over 17,000 engineering professionals through events and training. Agency membership also allows NHDOT staff to participate in Technical Advisory Committees (TACs) and other ITE activities that result in material used by industry professionals, including municipalities and consultants in New Hampshire. For instance, NHDOT staff have been involved in developing the ITE "Traffic Engineering Handbook", "Noteworthy Speed Management Practices", and "MUTCD Certification Course".

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

ITE members receive access to a suite of tools to develop professionally, enhancing leadership skills and advance their careers as part of the membership fee. This includes leadership and professional development courses. Attendance at some trainings and conferences is offered to members at a reduced rate. As a member we receive a reduced rate for essential publications used in our day-to-day work including the Trip Generation Manual, Traffic Engineering Handbook, Highway Capacity Manual, and the Manual of Traffic Signal Design. One example is the Department is required to use the 12th Trip Generation edition. The "office bundle" which includes 1 printed copy and 5 individual licenses is \$2,025 for non-members and is \$575 for members. This is a \$1450 savings for a manual the Department uses to generate traffic estimates for developments.

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; however, membership is required to participate in ITE specific licensing or certification, such as the Professional Traffic Operations Engineer (PTOE)(NHDOT currently has two employees with this certification) and the Road Safety Professional (RSP)(NHDOT currently has two employees with this certification).

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.

No, travel is not included in this membership; however, NHDOT employees have attended and/or participated in ITE meetings at the chapter, district, and international level. Such travel would be considered separately through the agency's training program.

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.)

The Assistant Director of Operations is a voting member, and the Highway Safety Administrator is a voting and committee member as well as a contributor to published ITE documents. In addition, approximately 23 engineers (Traffic, Design, Operations, Civil) and related administrators are active members of this organization.

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 ITE, all the benefits and cost savings outlined in the Explanation would not be realized.

Your approval of this resolution is respectfully requested.

Sincerely,



William J. Cass, PE
Commissioner

Attachments



Invoice

October 14, 2025

Jennifer Lane
Commissioner’s Office, Administrative Assistant II
New Hampshire Dept. of Transportation
P.O. Box 483, 7 Hazen Drive
Concord, NH 03302-0483

<u>Item No.</u>	<u>Description</u>	<u>Amount</u>
1	Public Agency Membership Dues for the year 2026.	\$3250 (USD)

A listing of individuals currently included in your agency membership is enclosed.

This option is designed to provide individual memberships for a large number of eligible professional staff members of the agency. Your agency will have the flexibility to add and replace members at any time.

Pricing is dependent upon the population size of your respective city, county, region, or state and there is a limit on the number of individuals, capped when the price gets to \$125 per person.

Any changes made to your agency’s roster need to be in writing. If you wish to make changes to your membership, please note the changes on the attached roster and return to Eunice Thoya, ethoya@ite.org.

Total Amount Due:	\$3250 (USD)
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Payment terms: The amount billed covers calendar year membership for 2026 and is **due upon receipt**. Only one check or charge to one single credit card will be accepted for payment.

Make your check payable to **Institute of Transportation Engineers** (Billing reference: **2026 Public Agency Membership**).

(Federal Employer Identification No.: **53-0232732**)

Please return to:
Institute of Transportation Engineers
P.O. Box 6147
McLean, VA 22106
USA
Tel: +1-202-785-0060 ext. 145



As a member of ITE – A Community of Transportation Professionals – you are part of a powerful network that connects people, ideas, and resources to shape safer and more mobile communities. Your continued membership ensures that you remain a part of this discussion.

I've been a member myself for more than 30 years, and I can say with certainty that the most valuable investment you can make is in relationships, networks, learning, and sharing. And ITE is a valuable enabler of all four. Your ITE membership is more than a credential—it is your connection to a trusted community that helps you become a stronger professional and if you choose to be, a more effective leader.

ITE is your network. We give you direct access to transportation professionals like yourself—practitioners, leaders, and innovators—working together to advance safety and mobility. Through Sections, Districts, Councils, and Committees, you are connected to colleagues who share your passion and commitment to improving communities.

And the beauty of your ITE membership is that your level of engagement can be tailored to fit your current situation. From serving on Councils and Committees, to participating in local and regional events, to contributing to thought leadership, ITE provides avenues to share insights and spark innovation. Together, we generate solutions that move transportation forward. We encourage you to Get Involved, share your passion with us, and we can match you with opportunities. Click on the Get Involved button on www.ite.org to get started.

ITE equips you with tools for growth. As a member, you have access to technical resources and professional development opportunities including free webinars, certificate programs, publications, recommended practices, local events, district meetings, the Spring Virtual Conference, and the ITE Annual Meeting. These are designed to support your learning, career advancement, leadership development, and to keep you well-informed of the most current and future leading areas in transportation.

We invite you to renew today and continue to build the future of transportation and we thank you for your continued membership and engagement.

Sincerely,

Steve Kuciemba (F)
Executive Director and Chief Executive Officer