



Victoria F. Sheehan  
Commissioner

THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.  
Assistant Commissioner

Beav  
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October 27, 2015  
Bureau of Highway Maintenance

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Transportation to **retroactively** pay prior year invoices to Unitil Energy Sys. (Vendor 177145) Boston, MA, in the amount of \$3781.73 effective upon Governor and Council approval. 83% Highway Funds, 17% Other Funds.

Funds to support this request are available in the following account in the State FY 2016 operating budget:

04-096-096-960515-3007	<u>FY 2016</u>
Bureau of Highway Maintenance	
023-500291 Electricity	\$3,781.73

**EXPLANATION**

The Department of Transportation, District 6 has been contacted by Unitil Energy Systems regarding outstanding payments for Accounts 2067443-2065412 and 2081333-2080222. After lengthy research due to the age of the items, District 6 has verified that these invoices are due to the vendor for invoices with monthly service dates ending on March 01, 2012 and March 28, 2012.

Your approval of this request to pay prior year invoices is respectfully requested.

Sincerely,

Victoria F. Sheehan  
Commissioner

**DEPARTMENT OF TRANSPORTATION  
INTER-DEPARTMENT MEMORANDUM  
DISTRICT SIX**

**DATE:** October 15, 2015

**TO:** Finance & Contracts

**FROM:** Debra A. Albertelli  
Admin. Secretary  
District 6

**SUBJECT:** Unutil Acct 2067443-2065412 = \$ 3,397.57  
Unutil Acct 2081333-2080222 = \$ 384.16

The above mentioned accounts have payments due because there were 2 checks issued for the same account, both credited by Unutil. One of the checks was voided which created a balance forward/due.

Check 1580495 was issued and applied, then it was voided on 2/1/12 and check 1599449 was reissued on 2/3/12, creating a double credit.

This leaves an outstanding balance due of \$ 3,781.73 for these account bill dates of 3/1/12 and 3/28/12.

I have attached the history of communication with Unutil and screen captures from our AP software application.

Please don't hesitate to call if you have any questions. Thank you.

DAA/da  
Att

## Debra Albertelli

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**From:** Hartshorn, Timothy <Timothy.Hartshorn@NH.Gov>  
**Sent:** Wednesday, May 06, 2015 3:01 PM  
**To:** Debra Albertelli  
**Cc:** Walker Nielsen; Sue Dean-Jones; Brian Schutt; Barbara Silva  
**Subject:** RE: Unitil Payments

Hi Deb:

Due to the age of these invoices that go back to 2012, you will need to go to G&C for an approval to pay.

*Tim Hartshorn*  
*Administrator IV*  
*Bureau of Accounting*  
*Dept. of Administrative Services*  
*State of New Hampshire*  
*[timothy.hartshorn@nh.gov](mailto:timothy.hartshorn@nh.gov)*  
*603/271-8059*

**From:** Debra Albertelli [<mailto:DAAlbertelli@dot.state.nh.us>]  
**Sent:** Wednesday, May 06, 2015 1:41 PM  
**To:** Hartshorn, Timothy  
**Cc:** Nielsen, Walker; Dean-Jones, Sue; Schutt, Brian; Barbara Silva  
**Subject:** Unitil Payments

Good afternoon Mr. Hartshorn,

Attached are 5 - Unitil Bills from 3/38/12 totaling \$4,381.28 and I wanted to check with you to see if you believe they should go to G&C. Thank you. Have a nice day.

Deb Albertelli  
Admin. Secretary  
DOT, District 6  
(P) 603-868-1133  
Email: [DAAlbertelli@dot.state.nh.us](mailto:DAAlbertelli@dot.state.nh.us)

**Debra Albertelli**

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**From:** Sue Dean-Jones  
**Sent:** Wednesday, February 04, 2015 7:15 AM  
**To:** Debra Albertelli  
**Subject:** FW: D6 retro invoice

fyi

**From:** Leonard Russell  
**Sent:** Tuesday, February 03, 2015 4:16 PM  
**To:** Sue Dean-Jones  
**Subject:** FW: D6 retro invoice

**From:** Chase-Lucard, Ellen [<mailto:Ellen.Chase-Lucard@nh.gov>]  
**Sent:** Tuesday, February 03, 2015 4:07 PM  
**To:** Hartshorn, Timothy  
**Cc:** Leonard Russell  
**Subject:** RE: D6 retro invoice

Check 1580495 was indeed void and check 1599449 was reissued in its stead. It was cashed by the vendor. Is it possible that Unifil didn't apply the payment of \$1,340.14 to the correct account?

Due Date	Disc Date	Payment Amount	Hold	Pay Group	Payment Nbr	Status
 12/31/2011		1340.14		NH	1599449	ISSUED
 12/31/2011		1340.14		NH	1580495	EFT VOIDED

## Debra Albertelli

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**From:** Hadley, Theresa <hadleyt@unitil.com>  
**Sent:** Thursday, April 09, 2015 10:54 AM  
**To:** Debra Albertelli  
**Cc:** James Hewitt  
**Subject:** FW: Past due accounts  
**Attachments:** nhdot history 2065412.pdf; NHDOT 3-1-12 bill.pdf; NHDOT 3-28-12 bill.pdf

Good Morning Deb,

I am going through the accounts listed below from prior email and following up with payment status. I will be sending individual emails for updates.

**2067443-2065412**

This account has 2 bills that are past due.

3/1/12	\$1698.79
3/28/12	\$1698.78

This all started when we received a payment on 2/9/12 and 2/29/12 for \$1698.79 and the check for 2/29/12 was returned.

You were billed 3/1/12 for \$1713.38 but due to the second payment on 2/29/12 this created a credit of \$1698.79 on account so all the was billed was \$14.59 this was paid on 3/12/12.

Once the second payment was returned it put the amount of \$1698.79 back on the account meaning the remaining amount for 3/1/12 bill is now due.

Then you were billed for 3/28/12 for \$1698.78 that has been skipped.

I have attached an account history to show that time period of the error as well as the other 2 bills.

Thanks,  
Theresa

Theresa Hadley  
Credit Special Projects Representative



5 McGuire St  
Concord, NH 03301

T 603.513.7434 F 603.227.4784

[hadleyt@unitil.com](mailto:hadleyt@unitil.com)



ACCOUNT NUMBER	AMOUNT DUE	AMOUNT PAID
2067443-2065412	\$3,397.57	

80020674430020654120003397574

STATE OF NH  
DOT ATTN KATHERINE  
PO BOX 740  
DURHAM NH 03824-0740

UES-SEACOAST  
P.O. BOX 981010  
BOSTON MA 02298-1010



FOLD ALONG DOTTED LINE, DETACH AND RETURN THIS PART WITH PAYMENT



PLEASE SEE REVERSE SIDE  
IF PAYING BY CREDIT CARD

YOUR MONTHLY USAGE & AVERAGE DAILY TEMPERATURE (ADT)			SERVICE ADDRESS	STAT	ACCOUNT NUMBER	BILL DATE	DUE DATE			
			STATE RT 125 MASTR, KINGSTON		2067443-2065412	3/28/12	4/23/12			
KWH	ADT		METER NUMBER	METER READING PREVIOUS	METER READING PRESENT	NUMBER OF DAYS	METER CONSTANT	METERED USAGE	METERED DEMAND	RATE CODE
MAR 12	0	0	LAST BILL AMOUNT						14.59	
FEB 12	0	0	PAYMENTS THROUGH 3/12/12 THANK YOU						1,684.20	
JAN 12	0	0	BALANCE FORWARD							\$1,698.79
DEC 11	0	0								
NOV 11	0	0	CURRENT CHARGES	OUTDOOR LIGHTING			SERVICE PERIOD 2/23/12- 3/28/12			\$724.07
OCT 11	0	0	CURRENT CHARGES	SUPPLIER SVC OL			SERVICE PERIOD 2/23/12- 3/23/12			\$333.92
SEP 11	0	0	INVESTMENT CHARGE							\$640.79
AUG 11	0	0	TOTAL AMOUNT DUE							\$3,397.57
JUL 11	0	0								
JUN 11	0	0								
MAY 11	0	0								
APR 11	0	0								
MAR 11	0	0								

*bill 3/11/12 credit reversed*

**DUE**

Did you know we're on Twitter? We provide timely outage & restoration updates on our feed as they become available. Follow us at <http://twitter.com/Unitil> or by clicking the Twitter logo in the footer of any page of our website, [www.unitil.com](http://www.unitil.com).

*the total amount due 1,698.79*

TO AVOID INTEREST CHARGES OF 1.5000% PER MONTH, EFFECTIVE 12/01/02  
PAYMENT MUST BE RECEIVED BY 5 PM ON 4/23/12.

QUESTIONS ABOUT YOUR BILL?



REMIT PAYMENT TO: TELEPHONE  
UNITIL (800) 582-7276  
P.O. Box 981010  
Boston, MA 02298-1010

WWW.UNITIL.COM



ACCOUNT NUMBER	AMOUNT DUE	AMOUNT PAID
2067443-2065412	\$14.59	

80020674430020654120000014591

STATE OF NH  
DOT ATTN KATHERINE  
PO BOX 740  
DURHAM NH 03824-0740

UES-SEACOAST  
P.O. BOX 981010  
BOSTON MA 02298-1010



FOLD ALONG DOTTED LINE, DETACH AND RETURN THIS PART WITH PAYMENT PLEASE SEE REVERSE SIDE IF PAYING BY CREDIT CARD

YOUR MONTHLY USAGE & AVERAGE DAILY TEMPERATURE (ADT)			SERVICE ADDRESS	STAT	ACCOUNT NUMBER	BILL DATE DUE DATE				
			STATE RT 125 MASTR, KINGSTON		2067443-2065412	3/01/12	3/26/12			
KWH	ADT		METER NUMBER	METER READING PREVIOUS	METER READING PRESENT	NUMBER OF DAYS	METER CONSTANT	METERED USAGE	METERED DEMAND	RATE CODE
FEB 12	0	0	LAST BILL AMOUNT					3,383.52		
JAN 12	0	0	PAYMENTS THROUGH 2/29/12 THANK YOU					5,082.31CR		
DEC 11	0	0	BALANCE FORWARD						\$1,698.79CR	
NOV 11	0	0	<i>Applied in error - reversed 3/27/12</i>							
OCT 11	0	0	CURRENT CHARGES	OUTDOOR LIGHTING			SERVICE PERIOD 1/24/12- 3/01/12		\$727.02	
SEP 11	0	0	CURRENT CHARGES	SUPPLIER SVC OL			SERVICE PERIOD 1/24/12- 2/23/12		\$345.43	
AUG 11	0	0	INVESTMENT CHARGE						\$640.79	
JUL 11	0	0	OTHER							
JUN 11	0	0	LATE CHARGE						\$ .14	
MAY 11	0	0	TOTAL OTHER						\$ .14	
APR 11	0	0								
MAR 11	0	0								
FEB 11	0	0								
			TOTAL AMOUNT DUE						\$14.59	

Do you have a loved one that is graduating from high school this year & needs \$\$\$ for school? Check out our Unitil Scholarship Fund guidelines at [www.unitil.com](http://www.unitil.com) to see if they qualify.

Lights out? Phones on] Make sure we have your updated phone number & that it ties to your account. If we don't have it, call us at 1-800-582-7276.

*total due this bill \$14.59*

QUESTIONS ABOUT YOUR BILL?		 WWW.UNITIL.COM
REMIT PAYMENT TO: UNITIL P.O. Box 981010 Boston, MA 02298-1010	TELEPHONE (800) 582-7276	

UT470101

UES-SEACOAST  
Account History - Combined Inquiry

4/09/15  
10:33:48

Customer ID: 2067443 Name: NHDOT DISTRICT 6  
 Location ID: 2065412 Addr: STATE RT 125 MASTR  
 Cycle/route . . . . . 14 10 Amount due . . . . . 50  
 5,549.15  
 Initiation date . . . . . 10/01/96 Pending . . . . . .29  
 Termination date . . . . . Customer/location status . . . . . A

Type options, press Enter.

5=Display

Opt	Trn Type	Trn/Due Date	Description Cancel Comment	Trn/Prv Amount	Reference Date/Num	Running Balance
-	OF BILL	12/29/11	OFF CYCLE BILL	1698.79	12/30/11	1,698.79
-	FI PMT	12/20/11	F1460U 12201125	1749.48-		.00
-	OF BILL	12/01/11	OFF CYCLE BILL	1749.48	12/02/11	1,749.48
-	RP PMT	11/28/11	SLGUN 11281105	1680.88-		.00
-	OF BILL	11/02/11	OFF CYCLE BILL	1680.88	11/03/11	1,680.88
-	RP PMT	10/26/11	SLGUN 10261105	1720.49-		.00
-	OF BILL	10/03/11	OFF CYCLE BILL	1720.49	10/04/11	1,720.49
-	FI PMT	9/29/11	F1460U 09291125	1670.67-		.00

More...

F3=Exit                    F5=Adjustments        F7=Pending            F8=Charges        F9=Print history  
 F10=Change view        F11=Payments        F12=Cancel            F24=More keys

UT470101

UES-SEACOAST  
Account History - Combined Inquiry

4/09/15  
10:33:48

Customer ID: 2067443 Name: NHDOT DISTRICT 6  
 Location ID: 2065412 Addr: STATE RT 125 MASTR  
 Cycle/route . . . . . : 14 10 Amount due . . . . . : 5,549.15  
 Initiation date . . . . . : 10/01/96 Pending . . . . . : .29  
 Termination date . . . . . : Customer/location status . . . . . : A

Type options, press Enter.

5=Display

Opt	Trn Type	Trn/Due Date	Description	Cancel Comment	Trn/Prv Amount	Reference Date/Num	Running Balance
-	FI PMT	8/14/12	FI460U	08141225	297.39-		4,785.41
-	OF BILL	7/27/12	OFF CYCLE	BILL	1685.23	7/30/12	5,082.80
-	FI PMT	7/16/12	FI460U	07161225	1697.40-		3,397.57
-	OF BILL	6/27/12	OFF CYCLE	BILL	1697.40	6/28/12	5,094.97
-	FI PMT	6/15/12	FI460U	06151225	1704.68-		3,397.57
-	OF BILL	5/30/12	OFF CYCLE	BILL	1704.68	5/31/12	5,102.25
-	RP PMT	5/29/12	SLGUN	05291205	1741.98-		3,397.57
-	OF BILL	4/26/12	OFF CYCLE	BILL	1741.98	4/27/12	5,139.55

More...

F3=Exit                    F5=Adjustments            F7=Pending            F8=Charges            F9=Print history  
 F10=Change view            F11=Payments            F12=Cancel            F24=More keys

## Debra Albertelli

---

**From:** Hadley, Theresa <hadleyt@unitil.com>  
**Sent:** Thursday, April 09, 2015 3:09 PM  
**To:** Debra Albertelli  
**Cc:** James Hewitt  
**Subject:** RE: Past due accounts  
**Attachments:** nh dot 3-1-12 bill 2080222.pdf; nh dot 3-28-12 bill 2080222.pdf

Deb,

This next account 2081333-2080222 is the same issue as the first account I sent over

You were billed 12/30/11 for \$192.08. Payment was received on 2/9/12.

We then received another payment for \$192.08 on 2/29/12 which put a credit on the account for \$192.08.

You were then billed for 3/1/12 bill \$194.50 but due to credit the amount owed was \$2.42 which was paid on 3/12/12.

We then received notification that the payment on 2/29/12 was returned which put the amount of \$192.08 back on the account as owed. (which would be from the 3/1/12 bill)

3/28/12 bill just happens to be the same amount due as Decembers bill of \$192.08 which was skipped.

Thank you,  
Theresa

Theresa Hadley  
Credit Special Projects Representative



5 McGuire St  
Concord, NH 03301

T 603.513.7434 F 603.227.4784

hadleyt@unitil.com

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**From:** Hadley, Theresa  
**Sent:** Thursday, April 09, 2015 12:24 PM



ACCOUNT NUMBER	AMOUNT DUE	AMOUNT PAID
2081333-2080222	\$384.16	

80020813330020802220000384163

DEPT OF TRANSPORTATION DIST6  
 PO BOX 740  
 DURHAM NH 03824-0740

UES-SEACOAST  
 P.O. BOX 981010  
 BOSTON MA 02298-1010



FOLD ALONG DOTTED LINE, DETACH AND RETURN THIS PART WITH PAYMENT PLEASE SEE REVERSE SIDE IF PAYING BY CREDIT CARD

YOUR MONTHLY USAGE & AVERAGE DAILY TEMPERATURE (ADT)			SERVICE ADDRESS	DEPT	ACCOUNT NUMBER	BILL DATE	DUE DATE			
			PLAISTOW RD MASTR, PLAISTOW		2081333-2080222	3/28/12	4/23/12			
KWH	ADT		METER NUMBER	METER READING PREVIOUS	METER READING PRESENT	NUMBER OF DAYS	METER CONSTANT	METERED USAGE	METERED DEMAND	RATE CODE
MAR 12	0	0	LAST BILL AMOUNT						2.42	
FEB 12	0	0	PAYMENTS THROUGH 3/12/12 THANK YOU						189.66	
JAN 12	0	0	BALANCE FORWARD							\$192.08
DEC 11	0	0	CURRENT CHARGES			OUTDOOR LIGHTING	SERVICE PERIOD	3/02/12- 3/28/12		\$123.97
NOV 11	0	0	CURRENT CHARGES			SUPPLIER SVC OL	SERVICE PERIOD	3/02/12- 3/23/12		\$54.88
OCT 11	0	0	INVESTMENT CHARGE							\$13.23
SEP 11	0	0	TOTAL AMOUNT DUE							\$384.16
AUG 11	0	0								
JUL 11	0	0								
JUN 11	0	0								
MAY 11	0	0								
APR 11	0	0								
MAR 11	0	0								

Bill 3/11/12 Credit reversed → \$192.08

**DUE**

Did you know we're on Twitter? We provide timely outage & restoration updates on our feed as they become available. Follow us at <http://twitter.com/Unitil> or by clicking the Twitter logo in the footer of any page of our website, [www.unitil.com](http://www.unitil.com).

TO AVOID INTEREST CHARGES OF 1.5000% PER MONTH, EFFECTIVE 12/01/02 PAYMENT MUST BE RECEIVED BY 5 PM ON 4/23/12.

QUESTIONS ABOUT YOUR BILL?		  WWW.UNITIL.COM
REMIT PAYMENT TO: UNITIL P.O. Box 981010 Boston, MA 02298-1010	TELEPHONE (800) 582-7276	



ACCOUNT NUMBER	AMOUNT DUE	AMOUNT PAID
2081333-2080222	\$2.42	

80020813330020802220000002423

DEPT OF TRANSPORTATION DIST6  
PO BOX 740  
DURHAM NH 03824-0740

UES-BEACON  
P.O. BOX 981010  
BOSTON MA 02298-1010

NAME AND/OR ADDRESS CHANGES: PLEASE CHECK THIS BOX AND NOTE CHANGES ABOVE  
FOLD ALONG DOTTED LINE, DETACH AND RETURN THIS PART WITH PAYMENT



PLEASE SEE REVERSE SIDE  
IF PAYING BY CREDIT CARD

Page 1 of 1

YOUR MONTHLY USAGE & AVERAGE DAILY TEMPERATURE (ADT)			SERVICE ADDRESS	DEPT	ACCOUNT NUMBER	BILL DATE DUE DATE		
KWH	ADT		METER NUMBER	METER READING PREVIOUS PRESENT	METER CONSTANT	METERED USAGE	METERED DEMAND RATE CODE	
			PLAISTOW RD MASTR, PLAISTOW		2081333-2080222		3/01/12 3/26/12	
FEB 12	0	0	LAST BILL AMOUNT				381.85	
JAN 12	0	0	PAYMENTS THROUGH 2/29/12 THANK YOU				-573.93	
DEC 11	0	0	BALANCE FORWARD				-192.08	
NOV 11	0	0	CURRENT CHARGES		OUTDOOR LIGHTING	SERVICE PERIOD 2/15/12- 3/01/12	\$124.46	
OCT 11	0	0	CURRENT CHARGES		SUPPLIER SVC OL	SERVICE PERIOD 2/15/12- 2/23/12	\$56.77	
SEP 11	0	0	INVESTMENT CHARGE				\$13.23	
AUG 11	0	0	OTHER				\$ .02	
JUL 11	0	0	LATE CHARGE				\$ .02	
JUN 11	0	0	LATE CHARGE				\$ .04	
MAY 11	0	0	TOTAL OTHER					
APR 11	0	0						
MAR 11	0	0						
FEB 11	0	0						
TOTAL AMOUNT DUE								\$2.42

Do you have a loved one that is graduating from high school this year & needs \$\$\$ for school? Check out our Unitil Scholarship Fund guidelines at [www.unitil.com](http://www.unitil.com) to see if they qualify.

Lights out? Phones on! Make sure we have your updated phone number & that it ties to your account. If we don't have it, call us at 1-800-582-7276.

QUESTIONS ABOUT YOUR BILL?

REMIT PAYMENT TO:  
UNITIL  
P.O. Box 981010  
Boston, MA 02298-1010

TELEPHONE  
(800) 582-7276



WWW.UNITIL.COM