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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



JEFF BRILLHART, P.E.
ACTING COMMISSIONER

Bureau of Highway Maintenance
December 15, 2014

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

REQUESTED ACTION

- 1) Authorize the Department of Transportation to **retroactively** pay prior year invoices to Unitil (Vendor #177145) of Boston, MA for the period of March 1, 2012 through March 28, 2012 for electric bills in the amount of \$786.19, dated 3/28/2012, effective upon Governor and Council approval. Funding is 98% Highway Fund, 1% Agency Income and 1% Intra-Agency Transfers.
- 2) Authorize the Department of Transportation to **retroactively** pay a prior year invoice to Queen City Paint & Wallpaper (Vendor # 154960) of Manchester, NH for an invoice dated 1/10/13 in the amount of \$79.97 effective upon Governor and Council approval. Funding is 98% Highway Fund, 1% Agency Income and 1% Intra-Agency Transfers.

Funding for FY 2015 is available as follows:

| | <u>FY 2015</u> |
|---|----------------|
| 04-96-96-960515-3007 Bureau of Highway Maintenance 023-500291 Electricity | \$ 786.19 |
| 04-96-96-960515-3007 Bureau of Highway Maintenance 020-500200 Supplies (Consumable) | \$ 79.97 |

EXPLANATION

- 1) The Department of Transportation currently pays Unitil for District 6 electrical bills for each of its sheds and outdoor highway lighting. These bills were not originally received by the NHDOT, and the vendor submitted copies after the year end cutoff. This was extensively researched in Infor, which is our Accounting Software System, and in our Payment Voucher Database.
- 2) The NHDOT had a Contract with Queen City Paint & Wallpaper for paint supplies, which has since ended. District 6 just received this pending invoice through our Finance Department and we did not receive it during the Contract period.

In an effort to assure these types of errors don't repeat themselves, the Department has met to discuss changes in the way vendor invoices are received and processed. This will help assure the Department would improve the recording of accounts payable liabilities and would better utilize the NH FIRST System paperless approval and processing capabilities.

Your approval of this request to pay prior year Unitil and Queen City Paint invoices is respectfully requested.

Sincerely,

A handwritten signature in black ink, appearing to read "David J. Brillhart". The signature is fluid and cursive, with the first name "David" being the most prominent.

David J. Brillhart
Acting Commissioner

Attachments



| | | |
|-----------------|------------|-------------|
| ACCOUNT NUMBER | AMOUNT DUE | AMOUNT PAID |
| 2081387-2083724 | \$216.17 | |

80020813870020837240000216173

NH PUBLIC WORKS AND HWYS
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 | NH P | ACCOUNT NUMBER | BILL DATE | DUE DATE | | |
|--|-----|--------------|------------------------------------|-----------------------|-----------------|----------------|------------------|----------------|-----------|
| | | | SEA CIR PAT SEC612 MASTR, SEABROOK | | 2081387-2083724 | 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 | | | | 219.63 | | |
| FEB 12 | 0 | 0 | PAYMENTS THROUGH 3/19/12 THANK YOU | | | | 219.63CR | | |
| JAN 12 | 0 | 0 | BALANCE FORWARD | | | | | | \$.00 |
| DEC 11 | 0 | 0 | CURRENT CHARGES | OUTDOOR LIGHTING | | SERVICE PERIOD | 3/01/12- 3/28/12 | | \$136.69 |
| NOV 11 | 0 | 0 | CURRENT CHARGES | SUPPLIER SVC CL | | SERVICE PERIOD | 3/01/12- 3/28/12 | | \$79.48 |
| OCT 11 | 0 | 0 | TOTAL AMOUNT DUE | | | | | | \$216.17 |
| SEP 11 | 0 | 0 | | | | | | | |
| AUG 11 | 0 | 0 | | | | | | | |
| JUL 11 | 0 | 0 | | | | | | | |
| JUN 11 | 0 | 0 | | | | | | | |
| MAY 11 | 0 | 0 | | | | | | | |
| APR 11 | 0 | 0 | | | | | | | |
| MAR 11 | 0 | 0 | | | | | | | |

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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 |
| 2081355-2082396 | \$576.02 | |

80020813550020823960000570026

NH PUBLIC WORKS & HWYS
C/O H MCCRONE
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 | NH P | ACCOUNT NUMBER | BILL DATE | DUE DATE | | |
|--|-----|-----|---------------------------------------|------------------------|-----------------------|-------------------------|---------------|----------------|-----------|
| | | | STATE RT 1 INTERCHANGE MASTR, HAMPTON | | 2081355-2082396 | 3/28/12 | 4/23/12 | | |
| | KWH | ADT | METER NUMBER | METER READING PREVIOUS | METER READING PRESENT | METER CONSTANT | METERED USAGE | METERED DEMAND | RATE CODE |
| MAR 12 | 0 | 0 | LAST BILL AMOUNT | | | | 576.60 | | |
| FEB 12 | 0 | 0 | PAYMENTS THROUGH 3/12/12 | | THANK YOU | | 576.60CR | | |
| JAN 12 | 0 | 0 | BALANCE FORWARD | | | | | | \$.00 |
| DEC 11 | 0 | 0 | CURRENT CHARGES | OUTDOOR LIGHTING | | SERVICE PERIOD 3/02/12- | 3/28/12 | | \$293.82 |
| NOV 11 | 0 | 0 | CURRENT CHARGES | SUPPLIER SVC OL | | SERVICE PERIOD 3/02/12- | 3/23/12 | | \$151.01 |
| OCT 11 | 0 | 0 | INVESTMENT CHARGE | | | | | | \$125.19 |
| SEP 11 | 0 | 0 | TOTAL AMOUNT DUE | | | | | | \$576.02 |
| AUG 11 | 0 | 0 | | | | | | | |
| JUL 11 | 0 | 0 | | | | | | | |
| JUN 11 | 0 | 0 | | | | | | | |
| MAY 11 | 0 | 0 | | | | | | | |
| APR 11 | 0 | 0 | | | | | | | |
| MAR 11 | 0 | 0 | | | | | | | |

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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
P.O. Box 981010 (800) 582-7276
Boston, MA 02298-1010



WWW.UNITIL.COM

V# 154960 3001

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THANK YOU FOR SHOPPING AT
QUEEN CITY PAINT & WALLPAPER
(603) 668-4155

THANK YOU FOR SHOPPING QUEEN CITY PAINT
& WALLPAPER.

1/10/13 11:36AM 6 561 SALE

| | | | | | |
|-------------------------------|---|----|-------|----|-------|
| 205631 | 2 | GA | 35.99 | GA | N |
| TUF-QUIK H/G UR SAFETY YELLOW | | | | | 71.98 |
| 701G1A | 1 | EA | 7.99 | EA | N |
| GAL. ALLPRO PAINT THINNER | | | | | 7.99 |

| | | | |
|-------------|-------|--------|-------|
| SUB-TOTAL: | 79.97 | TAX: | |
| | | TOTAL: | 79.97 |
| CHARGE AMT: | 79.97 | | |



-->> JRNL#B05344 INV#183686 <<--
CUST # 200930/ 14

Name: X _____

Acct: NH DOT District 6
PO#: 8000995

**RECEIVED
FINANCE AND CONTRACTS**

NOV 13 2014

NH DEPT. OF TRANSPORTATION