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ROBERT L. QUINN
COMMISSIONER OF
SAFETY

State of New Hampshire

DEPARTMENT OF SAFETY
JAMES H. HAYES BLDG. 33 HAZEN DR.
CONCORD, N.H. 03305
(603) 271-2791

February 1, 2021

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

Requested Action

Authorize the Department of Safety, Division of Fire Standards & Training and Emergency Medical Services to retroactively pay four invoices with SFY 2021 funds in the amount of \$2,684.00 to Hodges Development Corporation, 201 Loudon Rd, Concord, New Hampshire 03301 (VC#154626-B001) for payments for office space rental. These invoices will be paid upon Governor and Council approval. Funding source: 100% Revolving Funds - Fire and EMS Fund.

Funds are available in the SFY2021 operating budget as follows:

02-23-23-237010-40650000	Dept. of Safety - FS&T & EMS - FS&T & EMS Admin.	<u>SFY2021</u>
022-500248	Rent to Owners Non-State Space	\$2,684.00
Activity Code: 2370		

Explanation

This request is retroactive due to an accounting error by the vendor. In 2018, the Division did its due diligence to pay the vendor for an office space agreement by contacting the vendor to obtain some missing invoices. At that time, the vendor replied that no payments were outstanding for that fiscal year agreement. However, the vendor had inadvertently applied payments from the Bureau of Training towards the 2017 agreement for rental space for the Division of Fire Standards & Training and Emergency Medical Services. The vendor recently became aware of the mistake and invoiced the Division for the missing payments.

Respectfully submitted,

Robert L. Quinn,
Commissioner of Safety



Rental Invoice

201 Loudon Road
Concord, NH 03301

Phone (603) 224-9221
Fax (603) 228-1387

August 1, 2016

Attn: Heather Clough
NH Fire Academy
33 Hazen Drive
Concord, NH 03305

Tele - 603-223-4229

130 Pembroke Road - Suite 230

Monthly Rent - August 2016 \$ 671.00

Total \$ 671.00

Thank You.

Please make your check payable to Hodges Development Corporation.



Rental Invoice

201 Loudon Road
Concord, NH 03301

Phone (603) 224-9221
Fax (603) 228-1387

September 1, 2016

Attn: Heather Clough
NH Fire Academy
33 Hazen Drive
Concord, NH 03305

Tele - 603-223-4229

130 Pembroke Road - Suite 230

Monthly Rent - September 2016 \$ 671.00

Total \$ 671.00

Thank You.

Please make your check payable to Hodges Development Corporation.



Rental Invoice

201 Loudon Road
Concord, NH 03301

Phone (603) 224-9221
Fax (603) 228-1387

November 1, 2016

Attn: Heather Clough
NH Fire Academy
33 Hazen Drive
Concord, NH 03305

Tele - 603-223-4229

130 Pembroke Road - Suite 230

Monthly Rent - November 2016 \$ 671.00

Total \$ 671.00

Thank You.

Please make your check payable to Hodges Development Corporation.
