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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL AND CULTURAL RESOURCES
DIVISION of PARKS and RECREATION
BUREAU OF TRAILS
172 Pembroke Road Concord, New Hampshire 03301
Phone: (603) 271-3254 Fax: (603) 271-3553 E-Mail: nhtrails@dncr.nh.gov

March 23, 2021

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

REQUESTED ACTION

Authorize the Department of Natural and Cultural Resources, Division of Parks and Recreation, Bureau of Trails (Trails Bureau) to make a **Retroactive** payment to Tracks, Inc. (VC #300934), Newport, VT in the amount of $15,264 for the emergency purchase of 2 Terra Tracks for a Tucker Sno-Cat Groomer per invoice dated February 9, 2021. 100% Other Funds.

Funding is available in accounts, Nat'l Recreational Trails 2 and Trails Maintenance, as follows:

	FY 2021
03-035-035-351510-19060000-024-500228 – Maintenance Other Than B&G	$12,211.20
03-035-035-351510-35580000-024-500228 – Maintenance Other Than B&G	$3,652.80
Total:	$15,264.00

EXPLANATION

The tracks on the Tucker Sno-Cat snowmobile trail groomer located in the central part of the state failed unexpectedly during the beginning of school vacation week (MA) in February. With the high amount of snowmobile users this season and no back up machine available, it was essential to get the groomer back on line as soon as possible to adequately maintain the trails. However, in the course of responding to the urgency of this situation, a procedural oversight occurred whereby the proper action of submitting a requisition when exceeding the normal limits on purchase authority in the field did not happen. For this reason, we are seeking retroactive approval to make payment to the vendor. As we are currently in an interim period of seeking to fill the currently vacant position of the Trails Bureau Chief, we fully expect that when filled, we will be able to re-establish the necessary focus needed in all areas of direct administrative supervision to include ensuring that limits on expenditures and purchasing procedures are understood and followed.

Respectfully submitted,

Philip A. Bryce
Director

Concurred,

Sarah L. Stewart
Commissioner

1778 VT Rt 105W
Newport VT 05855
802-334-7779

TRACK

1890 Highway 8
Monico WI 54501
952-888-7372

Superior quality off road & remote access vehicles. www.trackinc.com Snow grooming, Terrain maintenance, Trailers, Parts

RECEIVED
FEB 16 2021
DNCR

Invoice

BILL TO

Dred Bureau of Trails
172 Pembroke Road
Concord, NH 03301

SHIP TO

DRED BUREAU OF TRAILS.
MIKE WEEKS
62 MANAGERS WAY
TAMWORTH NH. 03886

INVOICE #	DATE	DUE DATE	PURCH ORDER	VIA	SERIAL NO.	TRACK SIZE
✓ IN 90458	2/9/2021	3/11/2021	Mike / Clinton	TRUCK		200"

ITEM NUMBER	DESCRIPTION	QTY/ UNIT	UNIT PRICE	AMOUNT
	Mike@ 603-419-8826			
50-1200-01	TRACK TERRA 200" SNOW (W/ RODS) 8706.00.90.90 Made by CAMSO - USA	2 EA	7,246.00	14,492.00
SHIPPING-TSC	SHIPPING & HANDING TSC / XPO	1	772.00	772.00
	Left=I2030880 Right= I2030879 Set up 2-8-21 Jerry			
	500225			
RTP	19060000 - 024 (80%) $12,211.20			
TRAILS	35580000 - 024 (20%) $3,652.80			
	500225 35TM05			

CO 10 P.Lvl 03500
Vendor # 300934 Remit ____ INV # IN90458 OK CJS
PO # ____ Ln # ____ $ 15,264.00
Acc Unit RTP 19060000-024 $12,211.20 Trails 35580000-024 $3,652.80
Activity ____ Acct Cat J
Signature KSS Date 02/25/21

RTP 20-T131

Total ✓ $15,264.00

PLEASE SEND PAYMENTS TO : TRACK INC. 1890 HIGHWAY 8, MONICO WI 54501.
A 3% fee will be added if paying by Credit Card.