New Hampshire Fish and Game Department

11 Hazen Drive, Concord, NH 03301-6500
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Fax: (603) 271-1438
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Scott R. Mason
Executive Director

37

July 5, 2024

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

REQUESTED ACTION

Authorize the New Hampshire Fish and Game Department (NHFG) to make a **Retroactive** payment to Events New England LLC, Manchester, NH (VC 174365) in the amount of $5,473.87 to provide tents, tables and chairs for the Annual Hunter Education Volunteer Instructor Recognition Banquet and Training, **Retroactive** to June 1, 2024, effective upon Governor and Council approval. 100% Federal Funds.

The payment was made from account, Hunter Education Program, as follows:

		FY 2024
03 75 75 751020 21210000-020-500252 -	Current Expense	$5,473.87

EXPLANATION

Retroactive approval is due to this payment, when added to another payment for this same vendor during Fiscal Year 2024, exceeded the threshold of $10,000 requiring Governor and Council approval. NHFG was not aware of this and has put procedures in place to ensure it does not happen again in the future.

The purpose of this event is to provide training and recognition of volunteer instructors in the Department's Hunter, Bow Hunter, and Trapper Education Programs. It gives the instructors an opportunity to gather with their peers from across the state and to receive training necessary to maintain their Instructor Certification. In addition, these volunteer instructors are recognized for their donation of time to the Department in delivering the mandatory hunter education program to students across New Hampshire. Each year these volunteers donate more than 14,000 hours of volunteer time used to match over $430,000 of federal funds for the hunter education program. Without their services, making these mandatory programs available to the public would be far more costly, if not impossible.

Governor and Council did approve a request to hold an organized meeting for this event at their meeting held May 29, 2024, Item #69.

Respectfully submitted,

Scott R. Mason
Executive Director

Kathy Ann LaBonte
Chief, Business Division

Invoice

SPECIAL EVENTS OF NEW ENGLAND, LLC
P.O. BOX 5203
MANCHESTER, NH 03108-5203
(603) 624-8389

DATE	INVOICE #
06/01/24	117613

1743365
6003817

BILL TO:

NH Fish and Game Department
Accounts Payable
11 Hazen Drive
Concord, NH 03301

1% Education banquet Contract

P.O. NUMBER	TERMS	PROJECT
	Net 30	

QUANTITY	DESCRIPTION	RATE	AMOUNT
	Party Rental Order #117613	5,473.87	5,473.87

AU 020 0250 2121500252

$ 5473.87 By: [illegible]

Rec'd JUN 10 2024

08 82
6-28-24

Federal Grant: WC65

Commission/G&C Approval:

TOTAL $5,473.87

296731

6-18