New Hampshire Fish and Game Department

11 Hazen Drive, Concord, NH 03301-6500
(603) 271-3421
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www.wildlife.nh.gov
Email: info@wildlife.nh.gov
TDD Access: Relay NH 1-800-735-2964

Stephanie L. Simek, Ph.D.
Executive Director

39

December 12, 2025

JAN 07 2026

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the New Hampshire Fish and Game Department (NHFGD) to make **RETROACTIVE, SOLE SOURCE**, unencumbered, payments to Melvin Village Marina (VC 174184 R001) Melvin Village, NH for 4 invoices, totaling $4,902.86 for the servicing and winterizing of the department's boats, effective upon Governor and Council approval. 100% Fish and Game Funds.

Funding for this payment is available in account Fleet Management as follows:

03-075-075-750520-21190000-020-500235 Current Expenses	FY 2026
	$ 4,902.86

EXPLANATION

This request is for **RETROACTIVE, SOLE SOURCE** payments for boat repair and service expenses which have been incurred over the last two months that have put the department over the $10,000 threshold.

The Department of Administrative Services (DAS) recently informed NHFGD that the longstanding interpretation of ADM 608.01, "Repairs to Motor Vehicle", conflicts with the Manual of Procedures (MOP). ADM 608.01 authorizes NHFGD to repair a motor vehicle for amounts less than or equal to the $10,000 amount established by RSA 21-I:11, I(a)(3). DAS notes that the cumulative vendor spend in MOP 150 section A.3 must be applied to all service contracts, and whereas boat repairs do not constitute automotive repairs, Governor and Council approval is required for these boat repairs that cumulatively exceed $10,000 with a single vendor.

These services are done on an annual basis to prolong the life of our equipment. Up until this point, having this type of service completed by vendors has not been an issue. This situation rose to the level of being an issue due to the threshold of $10,000 per vendor being exceeded this fiscal year.

Respectfully submitted,

Stephanie L. Simek, Ph.D.
Executive Director

Kathy Ann LaBonte, Chief
Business Division

Melvin Village Marina
463 Governor Wentworth Hwy.
P.O. Box 165
Melvin Village, NH 03850
Phone: 603-544-3583

Repair Order
Invoice

Doc Number: 58539
Service Writer: Kurt Lehner
Date Printed: 10/30/2025
Date Promised: 10/30/2025
Date In: 10/30/2025
Cashier: Kurt Lehner
Cashier Date: 10/30/2025

State of NH Fish and Game
11 Hazen Drive
Concord, NH 03301

Customer Information
Cell Phone: 603-419-0076
Work Phone: 603-271-3127
Email: business@wildlife.nh.gov

Unit 2003 Sea Hunt Triton 210 bahj-1200400 **Color:** **Keyboard:**Ray's,kb

VIN/HIN/Serial No:SXSJ0133A303 **Plate:**BF225A4XXC **Odom/Hrs In:**756 **Out:**756

Note
Description: Came in on trailer, call Ken when done.603-419-6004

Job Subtotal **$0.00**
Approve: ☑ **Decline:** ☐

Non-Storage, Comp Fall OB 200hp and Up
Description: Complete Fall Service includes winterizing, changing engine oil and filter, changing the gearlube, and the fuel separator filter.

Parts

Part #	Qty	Description	Price	Discount	Total
92-8M0078618	8.00	OIL, 10W-30 PER QUART	$10.50	$0.00	$84.00
92-858068Q01	1.00	HI-PERF GEAR LUBE-PER QUART	$19.95	$0.00	$19.95
15400-PLM-A02PE	1.00	FILTER, OIL	$12.42	$0.00	$12.42
17670-ZW1-801AH	1.00	WATER SEPARATOR FILTER ELEMENT	$34.76	$0.00	$34.76

Parts Subtotal **$151.13**

Labor

Description	Technician	Hours	Total
Labor	Evan Rinschler	2.9	$600.30

Labor Subtotal **$600.30**

Job Subtotal **$751.43**
Approve: ☑ **Decline:** ☐

Winterize, Drain Livewells
Description: Drain livewells, lines and pumps, add non-tox glycol where needed.
Resolution: Winterized livewell and washdown

Labor

Description	Technician	Hours	Total
Winterize Livewells	Evan Rinschler	0.6	$124.20

Labor Subtotal **$124.20**

Job Subtotal	**$124.20**
Approve: ☑	**Decline:** ☐

Replace Bilge Pump

Description: Outlet is broken off.

Resolution: Accessed and replaced bilge pump

Parts

Part #	Qty	Description	Price	Discount	Total
RUL20DA	1.00	BILGE PUMP -800 GPH ROUND	$85.50	$0.00	$85.50
				Parts Subtotal	**$85.50**

Labor

Description	Technician	Hours	Total
Labor	Evan Rinschler	0.75	$155.25
		Labor Subtotal	**$155.25**
		Job Subtotal	**$240.75**
		Approve: ☑	**Decline:** ☐

All Jobs Subtotal:	**$1,116.38**
Shop Supplies:	**$35.00**
Environmental Fees:	**$10.00**
Tax:	**$0.00**
Total:	**$1,161.38**
Less Deposits:	**$0.00**
Total Due:	**$1,161.38**
A/R Charge - State of NH Fish and Game:	**$1,161.38**

Payment is due in full at the time work is performed. A finance charge of 1.5% per month (Annual percentage rate of 24.99%) will be applied to amounts not paid within 30 days from date of invoice. Any applied discounts will be lost if not paid within 30 days.

Thank You For Your Business.

NO RETURNS ON ELECTRICAL PARTS!

Signature:_____

AU_____

$ 1,161.38 By:_____

Rec'd OCT 30 2025

Federal Grant:_____

Commission/G&C Approval:_____

174184 R001

Melvin Village Marina
463 Governor Wentworth Hwy.
P.O. Box 165
Melvin Village, NH 03850
Phone: 603-544-3583

Repair Order
Invoice

INV

Doc Number: 58501
Service Writer: Kurt Lehner
Date Printed: 10/25/2025
Date Promised: 10/24/2025
Date In: 10/24/2025
Cashier: Kurt Lehner
Cashier Date: 10/25/2025

State of NH Fish and Game
11 Hazen Drive
Concord, NH 03301

Customer Information
Cell Phone: 603-419-0076
Work Phone: 603-271-3127
Email: business@wildlife.nh.gov

Unit 2008 Black Lab Black Lab BANJ-1301849 **Color:** **Keyboard:**tr3,kb

VIN/HIN/Serial No:PVPV0379I708 **Plate:**BF150 **Odom/Hrs In:**841 **Out:**841

Note
Description: Came in on trailer, call Joe when done,603-419-0635

Job Subtotal $0.00
Approve: ☑ **Decline:** ☐

Change Water Pump Impeller
Description: Change Water Pump Impeller, recommended every 3 years (or sooner if extreme use).

Parts

Part #	Qty	Description	Price	Discount	Total
06192-ZY6-020	1.00	PUMP KIT, IMPELLER	$94.40	$0.00	$94.40

Parts Subtotal $94.40

Labor

Description	Technician	Hours	Total
	Drew Luby	1	$207.00

Labor Subtotal $207.00

Job Subtotal $301.40
Approve: ☑ **Decline:** ☐

Winterize, Drain Livewells
Description: Drain livewells, lines and pumps, add non-tox glycol where needed.

Labor

Description	Technician	Hours	Total
Winterize Livewells	Drew Luby	0.6	$124.20

Labor Subtotal $124.20

Job Subtotal $124.20
Approve: ☑ **Decline:** ☐

Replace worn anodes

Description:

Parts

Part #	Qty	Description	Price	Discount	Total
SCP95421	1.00	ANODE KIT, HONDA BF - MAGNESIUM	$83.84	$0.00	$83.84
				Parts Subtotal	**$83.84**

Labor

Description	Technician	Hours	Total
	Drew Luby	0.25	$51.75
		Labor Subtotal	**$51.75**
		Job Subtotal	**$135.59**

Approve: ☑ **Decline:** ☐

Non-Storage, Comp Fall OB150-175 HP

Description: Complete Fall Service includes winterizing, changing engine oil and filter, changing the gearlube, and the fuel separator filter.

Parts

Part #	Qty	Description	Price	Discount	Total
92-8M0078618	7.00	OIL, 10W-30 PER QUART	$10.50	$0.00	$73.50
92-858068Q01	1.00	HI-PERF GEAR LUBE-PER QUART	$19.95	$0.00	$19.95
17670-ZW1-801AH	1.00	WATER SEPARATOR FILTER ELEMENT	$34.76	$0.00	$34.76
15400-PLM-A02PE	1.00	FILTER, OIL	$12.42	$0.00	$12.42
				Parts Subtotal	**$140.63**

Labor

Description	Technician	Hours	Total
Labor	Drew Luby	2.5	$517.50
		Labor Subtotal	**$517.50**
		Job Subtotal	**$658.13**

Approve: ☑ **Decline:** ☐

AU 2119.080-50235

$ 1264.32 By: W

Rec'd OCT 27 2025

Federal Grant: 75WFF

Commission/G&C Approval: _____

All Jobs Subtotal:	**$1,219.32**
Shop Supplies:	**$35.00**
Environmental Fees:	**$10.00**
Tax:	**$0.00**
Total:	**$1,264.32**
Less Deposits:	**$0.00**
Total Due:	**$1,264.32**
A/R Charge - State of NH Fish and Game:	**$1,264.32**

Payment is due in full at the time work is performed. A finance charge of 1.5% per month (Annual percentage rate of 24.99%) will be applied to amounts not paid within 30 days from date of invoice. Any applied discounts will be lost if not paid within 30 days.

Thank You For Your Business.

NO RETURNS ON ELECTRICAL PARTS!

Signature: _____

174184 R001

Melvin Village Marina
463 Governor Wentworth Hwy.
P.O. Box 165
Melvin Village, NH 03850
Phone: 603-544-3583

Repair Order
Invoice

Doc Number: 58514 INV
Service Writer: Kurt Lehner
Date Printed: 10/28/2025
Date Promised: 10/27/2025
Date In: 10/27/2025
Cashier: Kayla Proulx
Cashier Date: 10/28/2025

State of NH Fish and Game D
11 Hazen Drive
Concord, NH 03301

Customer Information
Cell Phone: 603-419-0076
Work Phone: 603-271-3127
Email: business@wildlife.nh.gov

Unit 2008 North River BBPJ-1010171 **Color:** **Keyboard:** Rays, KB
VIN/HIN/Serial No: NRBH0885G808 **Plate:** BF225D **Odom/Hrs In:** 878 **Out:** 878

Note
Description: Came in on trailer. Call Chris Bryson when done 603-419-0236

Job Subtotal $0.00
Approve: ☑ **Decline:** ☐

Non-Storage, Comp Fall OB 200hp and Up
Description: Complete Fall Service includes winterizing, changing engine oil and filter, changing the gearlube, and the fuel separator filter.

Parts

Part #	Qty	Description	Price	Discount	Total
92-858068Q01	1.00	HI-PERF GEAR LUBE-PER QUART	$19.95	$0.00	$19.95
92-8M0078618	8.00	OIL, 10W-30 PER QUART	$10.50	$0.00	$84.00
15400-PLM-A02PE	1.00	FILTER, OIL	$12.42	$0.00	$12.42
MISC0	1.00	FUEL FILTER, NAPA #3675	$33.90	$0.00	$33.90
				Parts Subtotal	**$150.27**

Labor

Description	Technician	Hours	Total
Labor	Elliot Featherstone	2.9	$600.30
	Drew Luby	0	$0.00
		Labor Subtotal	**$600.30**

Job Subtotal $750.57
Approve: ☑ **Decline:** ☐

Winterize, Drain Washdown System
Description: Drain livewells, lines and pumps, add non-tox glycol where needed.

Labor

Description	Technician	Hours	Total
Winterize Livewells	Elliot Featherstone	0.6	$124.20
		Labor Subtotal	**$124.20**

Job Subtotal	**$124.20**
Approve: ☑	**Decline:** ☐

Change Water Pump Impeller

Description: Change Water Pump Impeller, recommended every 3 years (or sooner if extreme use).

Resolution: Replaced water pump impeller.

Parts

Part #	Qty	Description	Price	Discount	Total
06192-ZX2-C02	1.00	PUMP KIT, IMPELLER	$93.26	$0.00	$93.26
				Parts Subtotal	**$93.26**

Labor

Description	Technician	Hours	Total
	Elliot Featherstone	1	$207.00
		Labor Subtotal	**$207.00**

Job Subtotal	**$300.26**
Approve: ☑	**Decline:** ☐

All Jobs Subtotal:	**$1,175.03**
Shop Supplies:	**$35.00**
Environmental Fees:	**$10.00**
Tax:	**$0.00**
Total:	**$1,220.03**
Less Deposits:	**$0.00**
Total Due:	**$1,220.03**
A/R Charge - State of NH Fish and Game:	**$1,220.03**

Payment is due in full at the time work is performed. A finance charge of 1.5% per month (Annual percentage rate of 24.99%) will be applied to amounts not paid within 30 days from date of invoice. Any applied discounts will be lost if not paid within 30 days.

Thank You For Your Business.

NO RETURNS ON ELECTRICAL PARTS!

Signature: _____

AU 2119-080-500235

$ 1220.03 By: W

Rec'd OCT 28 2025

Federal Grant: 75 NFF

Commission/G&C Approval: _____

Melvin Village Marina
463 Governor Wentworth Hwy.
P.O. Box 165
Melvin Village, NH 03850
Phone: 603-544-3583

Repair Order
Invoice

Doc Number: 58616
Service Writer: Kurt Lehner
Date Printed: 12/09/2025
Date Promised: 12/09/2025
Date In: 12/09/2025
Cashier: Kurt Lehner
Cashier Date: 12/09/2025

State of NH Fish and Game
11 Hazen Drive
Concord, NH 03301

Customer Information
Cell Phone: 603-419-0076
Work Phone: 603-271-3127
Email: business@wildlife.nh.gov

Unit **2020 Crestliner Jon Boat BABJ-1811521** **Color:** **Keyboard:**
VIN/HIN/Serial No:GLCI399JI203 **Plate:**BF10DK3SH **Odom/Hrs In:**0 **Out:**0

Note
Description: Came in on trailer, call Alex when done 603-419-0127

Job Subtotal **$0.00**
Approve: ☑ **Decline:** ☐

Non-Storage, Comp Fall OB up to 20hp
Description: Complete Fall Service includes winterizing, changing engine oil and filter, changing the gearlube, and the fuel separator filter (if equipped)

Parts

Part #	Qty	Description	Price	Discount	Total
92-858068Q01	0.50	HI-PERF GEAR LUBE-PER QUART	$19.95	$0.00	$9.98
92-8M0078618	1.00	OIL, 10W-30 PER QUART	$11.00	$0.00	$11.00
16910-ZV4-015	1.00	FUEL FILTER	$18.60	$0.00	$18.60
15400-ZZ3-003	1.00	FILTER, OIL	$21.90	$0.00	$21.90
				Parts Subtotal	**$61.48**

Labor

Description	Technician	Hours	Total
Labor	Neil Bayard	1.75	$362.25
		Labor Subtotal	**$362.25**

Job Subtotal **$423.73**
Approve: ☑ **Decline:** ☐

Change Water Pump Impeller
Description: Change Water Pump Impeller, recommended every 3 years (or sooner if extreme use).

Parts

Part #	Qty	Description	Price	Discount	Total
06192-ZW9-020	1.00	PUMP KIT, IMPELLER	$36.62	$0.00	$36.62
				Parts Subtotal	**$36.62**

Labor

Description	Technician	Hours	Total
Labor	Neil Bayard	1	$207.00

Labor Subtotal	**$207.00**
Job Subtotal	**$243.62**
Approve: ☑	**Decline:** ☐

Replace Trailer Wheel Bearings

Description:

Resolution: Replaced bearings and seals in both hubs, installed new dust caps.

Parts

Part #	Qty	Description	Price	Discount	Total
TIE 1131	2.00	BEARING/SEAL KIT 1 1/16" AXLE	$55.18	$0.00	$110.36
DMP81168	1.00	DUST CAP SUPER LUBE	$25.42	$0.00	$25.42
				Parts Subtotal	**$135.78**

Labor

Description	Technician	Hours	Total
Labor	Neil Bayard	2	$414.00
		Labor Subtotal	**$414.00**

Job Subtotal	**$549.78**
Approve: ☑	**Decline:** ☐

All Jobs Subtotal:	**$1,217.13**
Shop Supplies:	**$30.00**
Environmental Fees:	**$10.00**
Tax:	**$0.00**
Total:	**$1,257.13**
Less Deposits:	**$0.00**
Total Due:	**$1,257.13**
A/R Charge - State of NH Fish and Game:	**$1,257.13**

Payment is due in full at the time work is performed. A finance charge of 1.5% per month (Annual percentage rate of 24.99%) will be applied to amounts not paid within 30 days from date of invoice. Any applied discounts will be lost if not paid within 30 days.

Thank You For Your Business.

NO RETURNS ON ELECTRICAL PARTS!

Signature:_____