

CITY OF SOMERVILLE, MASSACHUSETTS
MAYOR KATJANA BALLANTYNE
DEPARTMENT OF INFRASTRUCTURE & ASSET MANAGEMENT
ENGINEERING DIVISION



RICHARD E. RAICHE, PE, PMP, MCPPO
DIRECTOR OF INFRASTRUCTURE & ASSET MANAGEMENT

BRIAN C. POSTLEWAITE, PE
DIRECTOR OF ENGINEERING

Date: 20 March 2023
To: Financial Committee of the City Council
From: Brian C. Postlewaite
CC: Hannah Carrillo, Rich Raiche, Michael Richards
RE: Council Item 23-0313, Paying \$480 Prior Year's Invoice

The Engineering Division project team missed the \$480 Tetra Tech invoice attached to the Council Item 23-0313 when closing out the annual streetscape design project. The project team understood that the work was completed successfully and so we requested the balance on this purchase order (PO) to be closed-out at the end of the last fiscal year. We were recently notified that we missed this invoice in that close-out. Since this error was noticed after we had closed the PO at the fiscal year roll, we request Council approval to re-open the project to close-out this final invoice.

The Engineering Division has added new staff to the project management team since this project closedout, including a Streetscapes Engineer, that will be directly tasked with managing this annual project and will ensure similar mistakes are not repeated.