



**CITY OF SOMERVILLE, MASSACHUSETTS  
DEPARTMENT OF PUBLIC WORKS**

**KATJANA BALLANTYNE  
MAYOR**

JILL LATHAN  
COMMISSIONER

ERIC WEISMAN  
DIRECTOR OF OPERATIONS

**Date:** January 21, 2025

**To:** Finance Committee

**From:** Julie Spurr Knight, DPW Director of Finance and Administration

**Re:** Item 24-1642 and 24-1643

**Item 24-1642 Requesting approval to pay prior year invoices totaling \$1,725.65 using available funds in the Department of Public Works Administration In State Travel Account for EZ pass.**

The attached invoices are past due bills owed to the State of Massachusetts Department of Transportation (MassDOT) for unpaid invoices and fees dating back to 2021. The invoices are delinquent due to the current lag in processing between MassDOT and the City of Somerville. The DPW is working closely with the City's Auditing team to clean up the prior year balances to improve the process by moving to a Commercial account that will be billed once per month. This will greatly improve the process and expedite the payment of invoices. Prior-year balances must be current for the City to move forward with transitioning to the Commercial Account application process with the State.

**Item 24-1643 Requesting approval to pay prior year invoices totaling \$2,063.40 using available funds in the Department of Public Works Buildings Fire Alarm R&M Account for fire alarm equipment programming.**

The attached bill is a FY24 prior year invoice. The invoice did not get paid in a timely manner because the charge is associated with a subcontractor of the Fire Equipment (Vendor). The charge was found during reconciliation after FY24 books and purchase orders were closed. The DPW continues to analyze bills and contracts to effectively reduce the number of prior year bills presented for payment.

