



CITY OF SOMERVILLE, MASSACHUSETTS  
**PARKS AND RECREATION**  
MAYOR KATJANA BALLANTYNE

SUE YERKES  
DIRECTOR

LINDA DUONG  
FINACNE MANAGER

**Date:** March 10, 2025  
**To:** The Finance Committee  
**From:** Susan Yerkes, Direct of Parks & Recreation  
**RE:** Item 25-0268 – Requesting approval to pay prior year invoices totaling \$32.06 to Market Basket/Demoulas using available funds in the Parks & Recreation Food Supplies & Refreshments and Office Supplies accounts.

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Dear Members of the Finance Committee,

The department of Parks & Recreation requests your approval to pay a prior year invoice referenced in item 25-0268 in the amount of \$32.16 using available funds in the department of Parks & Recreation in the Food Supplies & Refreshments and Office Supplies accounts for water and cleaning wipes used at a recreation event. This invoice was received from the vendor on February 10, 2025 and had an initial due date of April 30, 2024.

This invoice was not paid on time due to the following:

- The original invoice was sent to Parks & Recreation's former address at 8 Bonair Street.
- We have since updated our address on file with Demoulas/Market Basket to 167 Holland Street and updated our email address to [recreation\\_invoices@somervillema.gov](mailto:recreation_invoices@somervillema.gov) to ensure that all future invoices will be sent to the correct address.

Please let the IGA team know if there are any further questions on any of the above information.

Thank you,

**Susan Yerkes**  
Director of Parks & Recreation

