

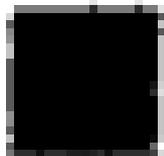
WORKSHOP

Board of Selectmen

&

**Library Board of
Trustees**

a.





Banknorth, N.A.

Maine

STATEMENT OF ACCOUNT

T

BROWN MEMORIAL LIBRARY
BOARD OF TRUSTEES
27 BAKER ST
CLINTON ME 04927

Page: 1 of 2
Statement Period: Feb 01 2007-Feb 28 2007
Cust Ref #: 241698614-030-T-###
Primary Account #: 24-1698614

Premium Public Finance Money Market

BROWN MEMORIAL LIBRARY
BOARD OF TRUSTEES

Account # 24-1698614

ACCOUNT SUMMARY

Beginning Balance	2,301.46	Average Collected Balance	2,301.61
Other Credits	4.20	Interest Paid this Period	4.20
Ending Balance	2,305.66	Interest Paid Year-to-Date	8.88
		Annual Percentage Yield Earned	2.41%
		Days in Period	28

DAILY ACCOUNT ACTIVITY

Other Credits

POSTING DATE	DESCRIPTION	SERIAL NO.	AMOUNT
2/28	INTEREST PAID		4.20
		Subtotal:	4.20

DAILY BALANCE SUMMARY

DATE	BALANCE
1/31	2,301.46
2/28	2,305.66

Call 1-800-295-7400 for 24-hour Direct Banking service



Banknorth, N.A.

Name

STATEMENT OF ACCOUNT

T

BROWN MEMORIAL LIBRARY
PO BOX 370
CLINTON ME 04927

Page: 1 of 2
Statement Period: Jun 01 2006-Jun 30 2006
Cust Ref #: 7999033556-900-T-***
Primary Account #: 799-9033556

Non Profit Basic Business Checking

BROWN MEMORIAL LIBRARY

Account # 799-9033556

ACCOUNT SUMMARY

Beginning Balance	188.27	Average Collected Balance	188.27
Ending Balance	188.27		

DAILY ACCOUNT ACTIVITY

No Transactions this Statement Period

Call 1-800-295-7400 for 24-hour Direct Banking service





Skowhegan Savings Bank

YOUR PARTNER FOR THE FUTURE

Serving Central Maine Since 1869

P.O. BOX 250 • SKOWHEGAN, ME 04976
207-474-9511

BROWN MEMORIAL LIBRARY
PO BOX 370
CLINTON ME 04927-0370

Certificate Renewal Notice

08/29/06

<i>Certificate Number</i>	0107000403
<i>Ending Balance</i>	\$4,753.88
<i>Interest Rate</i>	03.9600%
<i>New Maturity Date</i>	4/30/08

PLEASE SEE
REVERSE SIDE

b.

WARRANT ARTICLES UNTIL RESCINDED

Passed June 11 2002

Article 34: To see if the town will vote to authorize the Board of Selectman, on behalf of the town, to dispose of any real estate acquired by the town for nonpayment of taxes thereon, on such terms as they may deem advisable, and to execute quit claim deeds for such property provided that the properties be advertised in the local newspaper at least seven days prior to bid openings. This authorization will remain in effect until rescinded by a future Annual Town Meeting vote.

Yes 430 No 153

Passed June 10 2003

Article 30: To see if the town will vote to authorize the Board of Selectman to dispose of Town-Owned personal property with a value of \$1000 or less under such terms or conditions they deem advisable. This authorization will remain in effect until rescinded by a future Annual Town Meeting vote.

Yes 329 No 154

Passed June 8 2004

Article 15: To see if the town will vote to withdraw an amount equal to 7% from the Brown Memorial Trust Fund and place this money into Capital Reserve Fund for future use at the Library for repair and renovation of the Brown Memorial Library. This authorization will remain in effect until rescinded by a future Annual Town Meeting vote.

YES 344 NO 125

Article 32: To see if town will vote to accept and appropriate funds as provided by the Maine State Legislature, including the following categories: local road assistance, snowmobile registration refund, general assistance reimbursement, veteran's exemption reimbursement, tree growth reimbursement, and other state funds or grants. This authorization will remain in effect until rescinded by a future Annual Town Meeting vote.

YES 304 NO 168

Article 34: To see if the town will vote to authorize the Board of Selectman to accept conditional gifts of money to the town and to appropriate and expend funds for the purpose for which the gift was made, in accordance with any conditions imposed by the donor, and to accept conditional gifts of personal property to the town and to use the property in the manner specified by the donor. This authorization will remain in effect until rescinded by a future Annual Town Meeting vote.

YES 374 NO 107

(3) Directors of School Administrative District - The number of directors and their terms of office shall be determined pursuant to laws of the State of Maine.

(4) Brown Memorial Library - The Brown Memorial Library shall be a department of the Town. The Library shall be managed by a Board of Trustees consisting of three (3) members elected at large by the voters of the Town for three-year staggered terms. Library Trustees must be residents of Clinton throughout their three-year term. The Town Treasurer shall annually make available to the Board of Trustees, for Library maintenance purposes, a sum equal to seven percent (7%) per annum of the interest from the Brown Memorial Library Fund. All donations, gifts, and bequeaths made to the Brown Memorial Library shall be submitted to the Town Treasurer and shall be accepted or rejected by the voters of the Town as provided by State law. Any donations, gifts, and bequeaths made to the Brown Memorial Library that are accepted by the voters shall be placed in a Library Reserve Fund and used for library purposes in accordance with any conditions placed on the donation, gift, or bequeath and State law. Any expenditure of donations or bequeaths by the Trustees shall be accounted for to both the Board of Selectmen and the Town Treasurer on a quarterly basis. The Board of Trustees and the Librarian shall annually submit a written report of their activities and financial affairs to the municipal officers to be included in each Annual Town Report.

(b) Appointed Positions:

(1) The Board of Selectmen shall appoint the following officers: Town Manager, General Assistance Director, Road Commissioner, Tax Collector, and Treasurer, and may appoint an Assessor's Agent.

(2) The Town Manager, subject to confirmation by the Board of Selectmen, shall appoint the Fire Chief nominated by the fire fighters, Police Chief, Highway Department Head, Solid Waste Transfer and Recycling Center Director, and Code Enforcement Officer(s).

(3) The Town Manager shall appoint the following officers: Animal Control Officer, Building Inspector, Plumbing Inspector, Electrical Inspector, Civil Emergency Preparedness Director, E-911 Municipal Coordinator, Health Officer, Registrar of Voters, and Town Clerk and may appoint an Emergency Medical Services Director and/or a Personnel Director, and all other fire officers nominated by the fire fighters.

(4) The Town Clerk shall appoint a Deputy Town Clerk and Ballot Clerk.

(5) The Library Board of Trustees shall appoint the Librarian and all other Library personnel.

(6) Each appointed position shall have a term of one (1) year, with the exception of the positions of Registrar of Voters and Ballot Clerk, which

C





Town of Clinton

27 Baker Street

426-8511 phone

Clinton, ME 04927

426-8323 fax

March 30, 2007

Susan Caston
Maine Municipal Association
Property & Casualty Pool
60 Community Drive
PO Box 9109
Augusta, ME 04332-9109

RE: 2007 Property & Casualty Pool Renewal Application

Dear Susan:

Enclosed are the following documents:

- Tab 1: 2007 Property & Casualty Renewal Application
- Tab 2: Audit Report for the Year Ending June 30, 2006
- Tab 3: Town of Clinton Charter
- Tab 4: Hall Rental Agreement / No Alcohol or Smoking
- Tab 5: Easter Egg Hunt Flyer
- Tab 6: Tax Acquired Property Effective March 12, 2007

Note: By the Charter the Town Manager or Board of Selectmen have no control over the personnel practices of the Library.

If you have any questions, please call.

Sincerely,

James W. Rhodes
Town Manager

Enclosure

Has the municipality acquired jurisdiction over any bridges or dams in the past year, or has the municipality become aware of any bridges or dams owned/operated by the municipality which may not previously have been reported to the Property and Casualty Pool? Yes No (If no, skip to question 12.) If yes, please complete the following:

Name of Dam / Bridge	Location	Construction	Year Built	Height (feet)	Capacity (Dam) (Acre Feet)	Federal Hazard Classification (Dam)

12. A. Is there a Municipal Transfer Station? Yes No If yes, # of stations: 1
 B. Is there a Municipal Recycling Center? Yes No If yes, # of centers: 1
 C. Is Curbside Garbage Collection performed by municipal employees? Yes No
 If no, does your municipality contract this service from a separate entity? Yes No If yes, provide a copy of contract.

13. Do you operate a Public Works/Highway Department? Yes No
 Vehicle Repair Garages (i.e., Highway Garage, school, etc.) Yes No (If no, skip to question 14.)
 If yes, location _____
 A. Are vehicles other than municipally owned vehicles serviced? Yes No
 B. If yes, how many and for whom? _____

14. The following coverages are automatically provided by the Pool at the noted limits of liability. **If you desire higher limits, please note in the appropriate blank. For Fine Arts/ Antiques please attach a listing of items to be covered and their value.**

A. Extra Expense	\$100,000	_____	D. Items in Transit	\$100,000	_____
B. Valuable Papers/Records	\$100,000	_____	E. Loss of Rents	\$100,000	_____
C. Accounts Receivable	\$100,000	_____	F. Fine Arts/Antiques	\$25,000	_____

15. The following crime coverage (Employee Dishonesty/Faithful Performance/Forgery, Alteration, Theft, Disappearance & Destruction) is currently provided. **If you desire higher/lower limits, please check one of the optional limits available and we will provide a quote for this coverage.**

Current Limit:

Optional Limits available:

\$250,000

\$100,000

\$250,000

\$300,000

\$500,000

\$1,000,000

Complete and return Crime Coverage Application & Faithful Performance Application (see attachments).

16. Library Yes No (If no, skip to question 18.)
 A. Library building is owned by Municipality Other (specify): _____
 B. Library operations are governed by Municipality Separate Board that is not accountable to the Town.
 C. Are ALL Library funds handled by the municipal treasurer and included in the annual municipal audit? Yes No
 D. If Library is not operated by the municipality but utilizes municipal facility(ies), please provide name of the library association and its property and casualty insurance carrier: NONE SEE ATTACH. CHARTER ARTICLE IV SECTION 4.0
17. Airport Yes No (If no, skip to question 19.)
 A. Does your municipality own an airport? Yes No If yes, is separate property coverage carried? Yes No
 B. Does your municipality operate an airport? Yes No
 If yes, is separate airport liability coverage carried? Yes No

d



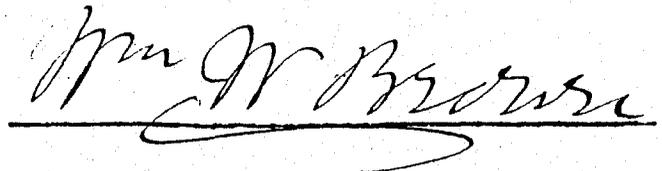
August 15th, 1900.

To the Inhabitants of the town of Clinton, Maine.-

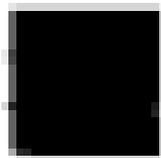
In connection with the deed of the Brown Memorial Library building, and the land on which it stands, together with the books, pictures and furnishings now in said building, I herewith give to the Inhabitants of said town the sum of five thousand dollars (\$5000.) to be held in trust, and the interest on said fund, which the town is to pay at the rate of seven per cent (7%) per annum in accordance with the vote of said town passed at its recent meeting, is to be used in maintaining said library building and library, and is to be paid to the Trustees of the Brown Memorial Library for that purpose.

I give this sum with the understanding that the management of said Library shall be in the hands of five Trustees, three of whom shall be residents of said town, and shall be appointed annually at the annual town meeting; two of said Trustees, without regard to residence, shall be appointed by myself during my lifetime and after my decease by my direct descendants then living, of lawful age.

Said Trustees are to have the power to make such rules and regulations as to the management of said Library, and as to the method of conducting their business, as shall seem to them proper.


John W. Brown

E



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(4) Brown Memorial Library - The Brown Memorial Library shall be a department of the Town. The Library shall be managed by a Board of Trustees consisting of three (3) members elected at large by the voters of the Town for three-year staggered terms. Library Trustees must be residents of Clinton throughout their three-year term. The Town Treasurer shall annually make available to the Board of Trustees, for Library maintenance purposes, a sum equal to seven percent (7%) per annum of the interest from the Brown Memorial Library Fund. All donations, gifts, and bequeaths made to the Brown Memorial Library shall be submitted to the Town Treasurer and shall be accepted or rejected by the voters of the Town as provided by State law. Any donations, gifts, and bequeaths made to the Brown Memorial Library that are accepted by the voters shall be placed in a Library Reserve Fund and used for library purposes in accordance with any conditions placed on the donation, gift, or bequeath and State law. Any expenditure of donations or bequeaths by the Trustees shall be accounted for to both the Board of Selectmen and the Town Treasurer on a quarterly basis. The Board of Trustees and the Librarian shall annually submit a written report of their activities and financial affairs to the municipal officers to be included in each Annual Town Report.

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(3) The Town Manager shall appoint the following officers: Animal Control Officer, Building Inspector, Plumbing Inspector, Electrical Inspector, Civil Emergency Preparedness Director, E-911 Municipal Coordinator, Health Officer, Registrar of Voters, and Town Clerk and may appoint an Emergency Medical Services Director and/or a Personnel Director, and all other fire officers nominated by the fire fighters.

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(5) The Library Board of Trustees shall appoint the Librarian and all other Library personnel.

(6) Each appointed position shall have a term of one (1) year, with the exception of the positions of Registrar of Voters and Ballot Clerk, which

f.

LIBRARY RESERVE FUND RESOLUTION

With the passage of Article #13 from the Annual Town Meeting of June 10, 2003 the Town has agreed to establish a Reserve Fund for the future repair and renovation of the Brown Memorial Library.

The establishment of the Reserve Fund was made possible from the donation of \$5,000 from William W. Brown to the town and spelled out in his letter to the Town dated August 15, 1900.

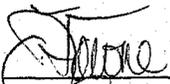
The Board of Selectmen therefor have the ability to transfer 7% per annum from the Brown Memorial Trust Fund to a established Reserve Fund in a manner of their choosing which does not violate 30-A M.R.S.A. 5603, 5604, & 5706.

Presently the Board of Selectmen agree to the following.

- (a) For the purposes of calculating 7% per annum the date of July 1st of each year will be used.
- (b) In determining the amount to calculate the 7% per annum the original donation of \$5,000 must be eliminated along with the CD invested at Skowhegan Savings Bank #107000403.
- (c) The transfer of 7% on July 1st will be handled by Journal Entries and to create a new fund balance account in the existing Fund #3 - Trust Fund for Library Repair or Renovation.
- (d) With the establishment of the fund, withdrawals for repair or renovation will be approved by the Board of Selectmen with comment and recommendations made by the Library Trustees.

Approved by the Board of Selectmen on the 9th day of September 2003.

Town of Clinton
Board of Selectmen



Sarah Newcomb



[unclear]



[unclear]

g.

h

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(g) The Board of Selectmen shall be responsible for procuring and signing all contracts on behalf of the Town of Clinton.

Section 2.07 Prohibitions.

(a) Holding Other Office: Except where clearly authorized by law, no Selectman shall hold any other Town or public office or employment during the term for which he or she was elected to the Board, and no former Selectman shall hold any compensated appointive Town office or Town employment until one (1) year after the expiration of the term for which he or she was elected to the Board of Selectmen. No Selectman may serve on an appointed board or committee of the Town.

(b) Interference with Administration: The Board of Selectmen or its members shall deal with the administrative services of the Town solely through the Town Manager and shall not give orders to any subordinates of the Town Manager, either publicly or privately. The Board of Selectmen, however, may appoint committees or commissions of its own members, or of citizens, to conduct investigations into the conduct of any Town official or department, or any matter relating to the welfare of the Town.

Section 2.08 Vacancies.

(a) A vacancy in a Town office may occur by the following means: Non-acceptance, resignation, recall, death, removal from the Town, permanent disability or incompetence, failure of the Town to elect a person to office, and failure to qualify for the office within ten (10) days after written demand by the Board of Selectmen.

(b) Vacancy in Office of Selectman: When a seat on the Board of Selectmen becomes vacant more than six (6) months prior to the next Annual Town Meeting, the Board of Selectmen shall call a Special Town Meeting to elect a qualified person to fill the unexpired term. A Special Town Meeting shall be held within sixty-five (65) days from the date the vacancy occurred. When a seat on the Board of Selectmen becomes vacant less than six (6) months prior to the next Annual Town Meeting, the seat shall remain vacant until the next Annual Town Meeting.

(c) Other Elected Boards or Appointed Offices: When there is a vacancy in any elected Town Office, Board, Committee or Commission, other than the Board of Selectmen, the Board of Selectmen shall appoint a qualified person to fill the vacancy. When there is a vacancy in an appointed Town office, the Town Manager shall appoint a qualified person to fill the vacancy unless the vacancy is in an office listed in Section 2.06. The person appointed to fill a vacant office must qualify in the same manner as one chosen in the regular course of Town activities.

4. **Emergency purchases:** It is recognized that emergency situations may arise when a purchase order cannot be obtained (evening hours, weekends, holidays, et cetera). Various situations can arise during these periods, such as need to replace a headlight, a "blown" hydraulic line, a need for towing, et cetera. In any such situation, the purchase may be made, and a retroactive purchase order obtained within three (3) days of the incident. In the event of a catastrophic situation which endangers public safety, such as a failure of a local bridge or culvert, a washout of a road, one or more large trees blocking a road, et cetera, it will not be necessary to obtain bids or a purchase order in order to alleviate the emergency. A retroactive purchase order, as described in this section, shall be obtained.

5. **Purchase Order Request Form:** The request for a purchase order will be made on a purchase order request form developed, and amended as may be required, by the Purchasing Agent (Town Manager). The Purchasing Agent, or Alternate Purchasing Agent (Town Clerk) in the absence of the Purchasing Agent, will issue the purchase order and number after receipt of purchase order request form, verification of fund availability in the designated department account and confirmation of the best prices for the requested goods, services or supplies.

6. **Unauthorized Purchases:** The unauthorized purchases of goods, services or supplies without an approved purchase order and number will cause the goods, services or supplies purchased to be returned and the vendor removed from the Town's approved vendor list.

7. All Departments will have the following stamp:

Date: _____
Department: _____
Auth. Signature: _____
Account #: _____

All invoices presented for payment must be stamped and required data filled out for accounting purposes. Also, Departments making purchases ~~over \$750.00~~ more than \$150.00 dollars a copy of the purchase order must be attached to the invoice.

Regulation of Bids and Contracts: The Board of Selectmen shall regulate the issuance of bids and the letting of contracts, subject to the following conditions:

(1.) The Town Manager, or others as may be appointed by the Board of Selectmen, shall have the authority to obligate the Town in a single purchase amount not to exceed \$5,000 of budgeted items without prior approval of the Board of Selectmen, subject to the limitations specified below. The Town Manager may delegate part, or all, of such authority to persons responsible to him or her in order to make the most efficient use of funds, staff, and time available to him or her.

(2.) The Town will require written specifications and competitive written bids for all purchases of goods, services, or supplies in excess of \$5,000, and for all professional services. Services for auditing, engineering, construction, consulting, legal counsel, and other such services shall be exempted from this policy. Written bids may be requested for goods, services, or supplies with an estimated value less than \$5,000 if, in the opinion of the Town Manager, there would be a reasonable probability that in doing so, the Town would realize a monetary savings.

(3.) Proposals for goods and services requiring expenditures estimated to be equal to, or in excess of, \$5,000 shall require prior approval of the Board of Selectmen before a request may be issued.

(4.) Specifications shall not be prepared so as to exclude all but one type, kind, or specific make and/or model, but shall encompass competitive supplies or equipment, for which competitive bids shall be secured before purchase, lease, or lease purchase by contract, or other agreement is formalized. However, unique or noncompetitive articles, which are determined to be sufficiently superior for the use or service intended by the Town by a department head and the Town Manager, subject to the approval of the Board of Selectmen, may be purchased without regard to other bids.

(5.) Requests for bids, proposals, or quotations requiring expenditures in excess of \$5,000 shall be advertised by a notice to be published in a newspaper distributed within the Town or mailed to no less than three (3) companies, firms, or other legal entities with the capability of providing the goods or services needed. Those firms shall have an established reputation for providing quality goods and/or services. In addition to mailed proposals, those solicitations shall also be posted on the public bulletin board at the Town Office.

(6.) All bids, proposals, or quotations shall be submitted in sealed envelopes, and shall be received prior to, and opened in public at the hour and at the place stated in the specifications and notice. Facsimile or Internet bids, proposals, or quotations will not be considered. All original bids, proposals, or quotations, together with all documents pertaining to the award of any contract or purchase agreement, shall be retained and made a part of the permanent file or record, and shall be open to public inspection.

(7.) Purchases, services, contracts, and any other formal commitments in excess of \$5,000 shall be awarded only after authorization by the Board of Selectmen.

(8.) The Town of Clinton shall reserve the right to reject any or all bids, proposals, or quotations, to waive any formality or technicality in any bid, proposal, or quotation under any single set of specifications, request for proposals, or quotations.

(9.) Awards shall normally be issued to the lowest and best bidder. However, there may be situations where the lowest bidder is not the best bidder. The Board of Selectmen shall consider all factors in determining which bid, proposal, or quotation is, in its judgment, in the best interest of the Town, and may vote accordingly. When

appropriate, the reason(s) for not awarding the bid, proposal, or contract to the lowest bidder shall be reduced to writing, and filed with the bid documents.

This Amended Purchasing Policy supersedes all previously approved Purchasing Policies.

This amended Purchasing Policy is approved by the Board of Selectmen on April 10, 2007 with an effective April 17, 2007.

1.

TOWN OF CLINTON

Purchasing Policy

PURPOSE: The purpose of this policy is to develop, in writing, a standardized procedure for all purchases, which utilize Town funds, including the regulating of bids and contracts. It will apply to all Town Departments and, where applicable, to any Town Board or Committee which receives Town funding. No Maine State Sales Tax shall be incurred (the Town's Employer Identification Number [EIN] will be conspicuously printed on each purchase order).

PURCHASE ORDERS: It shall be the policy of the Town of Clinton that all purchases exceeding ~~\$750~~ \$150 dollars and above made by any Town department or, where applicable, in behalf of any Town Board or Committee utilizing funds appropriated by the Town, will be accompanied by a purchase order. Purchase orders shall fall into the following categories:

1. **No purchase order necessary:** Purchases of \$150 dollars or less than ~~\$750.00~~ dollars does not require a purchase order. No purchase order is required for ongoing services such as telephone, electricity, heating fuel, water and sewer, contracted services (e.g. EMS billing, custodial services, mowing), EMS medical supplies or for other items for which the Town has entered into an agreement. This would also apply to regular purchases of gasoline for Town vehicles, where a credit card in the Town's name is used.

2. **Purchase orders for more than ~~\$750.00~~ \$150:** These purchase orders will be obtained from the Town Manager's office **prior to** purchasing or ordering goods or merchandise services or supplies by, ~~or through,~~ a department head or the department head's designee. The original copy of the purchase order shall be given, mailed, or in the case of a telephoned or internet purchase, retained after the purchase order number and EIN, also sometimes referred to as the Town's tax exempt number) have been referenced. The department shall retain a copy until the invoice is presented for approval, at which time the copy (and original, if retained) shall be attached to the approved invoice and submitted for payment. Department heads are defined as Town Manager, Fire Chief, Police Chief, Director Solid Waste Transfer Station & Recycling Center, Highway Supervisor, Librarian, and Town Clerk / Office Manager. Designated Boards / Committees authorized to submit Purchase Order Request forms are Parks and Recreation Board Chair, Planning Board Chair, Economic Development Committee Chair and Community Development Committee Chair.

3. **Consolidated purchase order:** When multiple departments are having work performed by a single vendor simultaneously (e.g. boiler inspections; fire extinguisher annual inspections and maintenance), a single purchase order covering multiple departments shall be arranged.

4. **Emergency purchases:** It is recognized that emergency situations may arise when a purchase order cannot be obtained (evening hours, weekends, holidays, et cetera). Various situations can arise during these periods, such as need to replace a headlight, a "blown" hydraulic line, a need for towing, et cetera. In any such situation, the purchase may be made, and a retroactive purchase order obtained within three (3) days of the incident. In the event of a catastrophic situation which endangers public safety, such as a failure of a local bridge or culvert, a washout of a road, one or more large trees blocking a road, et cetera, it will not be necessary to obtain bids or a purchase order in order to alleviate the emergency. A retroactive purchase order, as described in this section, shall be obtained.

5. **Purchase Order Request Form:** The request for a purchase order will be made on a purchase order request form developed, and amended as may be required, by the Purchasing Agent (Town Manager). The Purchasing Agent, or Alternate Purchasing Agent (Town Clerk) in the absence of the Purchasing Agent, will issue the purchase order and number after receipt of purchase order request form, verification of fund availability in the designated department account and confirmation of the best prices for the requested goods, services or supplies.

6. **Unauthorized Purchases:** The unauthorized purchases of goods, services or supplies without an approved purchase order and number will cause the goods, services or supplies purchased to be returned and the vendor removed from the Town's approved vendor list.

7. All Departments will have the following stamp:

Date: _____
Department: _____
Auth. Signature: _____
Account #: _____

All invoices presented for payment must be stamped and required data filled out for accounting purposes. Also, Departments making purchases ~~over \$750.00~~ more than \$150.00 dollars a copy of the purchase order must be attached to the invoice.

Regulation of Bids and Contracts: The Board of Selectmen shall regulate the issuance of bids and the letting of contracts, subject to the following conditions:

(1.) The Town Manager, or others as may be appointed by the Board of Selectmen, shall have the authority to obligate the Town in a single purchase amount not to exceed \$5,000 of budgeted items without prior approval of the Board of Selectmen, subject to the limitations specified below. The Town Manager may delegate part, or all, of such authority to persons responsible to him or her in order to make the most efficient use of funds, staff, and time available to him or her.

(2.) The Town will require written specifications and competitive written bids for all purchases of goods, services, or supplies in excess of \$5,000, and for all professional services. Services for auditing, engineering, construction, consulting, legal counsel, and other such services shall be exempted from this policy. Written bids may be requested for goods, services, or supplies with an estimated value less than \$5,000 if, in the opinion of the Town Manager, there would be a reasonable probability that in doing so, the Town would realize a monetary savings.

(3.) Proposals for goods and services requiring expenditures estimated to be equal to, or in excess of, \$5,000 shall require prior approval of the Board of Selectmen before a request may be issued.

(4.) Specifications shall not be prepared so as to exclude all but one type, kind, or specific make and/or model, but shall encompass competitive supplies or equipment, for which competitive bids shall be secured before purchase, lease, or lease purchase by contract, or other agreement is formalized. However, unique or noncompetitive articles, which are determined to be sufficiently superior for the use or service intended by the Town by a department head and the Town Manager, subject to the approval of the Board of Selectmen, may be purchased without regard to other bids.

(5.) Requests for bids, proposals, or quotations requiring expenditures in excess of \$5,000 shall be advertised by a notice to be published in a newspaper distributed within the Town or mailed to no less than three (3) companies, firms, or other legal entities with the capability of providing the goods or services needed. Those firms shall have an established reputation for providing quality goods and/or services. In addition to mailed proposals, those solicitations shall also be posted on the public bulletin board at the Town Office.

(6.) All bids, proposals, or quotations shall be submitted in sealed envelopes, and shall be received prior to, and opened in public at the hour and at the place stated in the specifications and notice. Facsimile or Internet bids, proposals, or quotations will not be considered. All original bids, proposals, or quotations, together with all documents pertaining to the award of any contract or purchase agreement, shall be retained and made a part of the permanent file or record, and shall be open to public inspection.

(7.) Purchases, services, contracts, and any other formal commitments in excess of \$5,000 shall be awarded only after authorization by the Board of Selectmen.

(8.) The Town of Clinton shall reserve the right to reject any or all bids, proposals, or quotations, to waive any formality or technicality in any bid, proposal, or quotation under any single set of specifications, request for proposals, or quotations.

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