

TOWN OF NORTH HAVEN MUNICIPAL PURCHASING POLICY

The purpose of the Municipal Purchasing Policy is to standardize the purchasing procedures of the Town of North Haven in order to secure for the Town the advantages of a uniform policy, to save taxpayers' money and to increase public confidence in the municipal purchasing procedure.

All departments, commissions and committees shall purchase goods and services only within the budgets appropriated for them and only for such purposes as have been established at a Town Meeting.

All departments, commissions and committees shall notify the Board of Selectmen if they anticipate a possible overdraft in their budget.

All departments are required to seek approval from the Board of Selectmen prior to contracting to attend workshops, conferences and training seminars for which the Town will reimburse expenses.

No department, commission or committee is authorized to raise or expend funds outside of the established budget process without the approval of the Board of Selectmen.

Only the Board of Selectmen is authorized to make expenditures from a Reserve Account and then only for the purpose for which the funds were appropriated at Town Meeting.

Competitive bids shall be required for all purchases and contracts in excess of \$5,000 unless exempted by action of the Board of Selectmen.

Only the Board of Selectmen is authorized to make expenditures from a Special Account, including but not limited to funds donated to the Emergency Medical Services Special Fund, the Fire Department Special Account, Mullins Head Fund Raisers or Recreation Council Fund Raisers.

Transfer Station

The manager of the Transfer Station is authorized to contract for the removal of scrap metal, recyclables and for routine maintenance, within the constraints of the Transfer Station Budget.

Road Commissioner

The Road Commissioner is authorized to initiate routine road and bridge maintenance using town employees and town equipment, subject to the appropriation limit established for Roads and Bridges at Town Meeting.

- Any road or bridge maintenance/repair project requiring the use of independent contractors for which an expenditure of \$5,000 or more is projected requires the prior approval of the Board of Selectmen. All such projects require competitive bidding unless exempted by formal action of the Board of Selectmen.
- Any road or bridge maintenance/repair project which uses Town Equipment and Town Labor and for which an expenditure of \$10,000 or more is projected requires prior approval of the Board of Selectmen.

The Road Commissioner is authorized to initiate snow removal, using town employees and town equipment and independent contractors, subject to the appropriation limit established for Snow Removal at Town Meeting.

North Haven Medical Clinic

Medical practitioners in the North Haven Medical Clinic, or their authorized designee, are authorized to purchase medical and office supplies, subject to the appropriation limit established for the North Haven Medical Clinic.

Medical practitioners under Employment Agreement are authorized to enroll in Continuing Medical Education, subject to the appropriation limit established for CME. Incidental travel, meal and lodging expense are part of the CME budget.

- Any purchase of medical or office equipment exceeding \$500.00 shall be authorized by the Town Administrator, the Assistant Administrator, or the Treasurer.
- Medical practitioners are authorized to engage a *locum tenens* who is on a list of approved practitioners, for an amount not to exceed the Town's current stipend for such a practitioner. The authorization is subject to the overall appropriation limit established for *locum tenens* at Town Meeting.

Emergency Medical Services

The Crew Chief or his/her designee is authorized to make equipment purchases, subject to the appropriation limit established at Town Meeting. Any single equipment purchase exceeding \$500 shall be subject to further approval of the Board of Selectmen.

The Crew Chief or his/her designee is authorized to enroll team members or prospective team members in training classes, subject to the appropriation limit established at Town Meeting.

The Crew Chief or his/her designee will notify the Board of Selectmen if the Crew Chief anticipates that the appropriation limit established at town meeting for emergency evacuations is likely to be exceeded.

Fire Department

The Fire Chief or his/her designee is authorized to make equipment purchases, subject to the appropriation limit established at Town Meeting. Any single equipment purchase exceeding \$500 shall be subject to further approval of the Board of Selectmen.

The Fire Chief or his/her designee is authorized to enroll department members or prospective department members in training classes, subject to the appropriation limit established at Town Meeting.

Town Office/Administration

The Town Administrator, the Assistant Administrator and the Treasurer are authorized to purchase equipment and supplies, execute contracts, or engage independent contractors, subject to the appropriation limit established at Town Meeting. Any single equipment purchase, contract, or independent contractor exceeding \$500 shall be subject to the further approval of the Board of Selectmen.

Water and Sewer Departments

The Superintendents of the Water and Sewer Departments shall make all equipment and supply purchases through the Town Office. No independent contractor may be hired without the prior approval of the Town Office.

Assessor/Assessors' Agent

The assessors are authorized to enroll in training classes or to enroll their agent in training classes, with incidental travel, lodging and meals expense, subject to the appropriation limit established at Town Meeting. Notwithstanding the foregoing, the assessors and their agent are not authorized to engage an independent contractor or purchase goods and services exceeding \$500, without the additional approval of the Board of Selectmen.

Harbor Masters

Planning Board

Board of Appeals

Recreation Council

Mullins Head Park Commissioners

**Medical Services Board
Budget Committee**

The foregoing committees and commissions shall make all requests for equipment and supplies through the Town Office. They are not empowered to make purchases of equipment and supplies or to engage in independent contracts.

