

POLICY

-05/06:03

To: All Department Heads
cc: Select Board, Town Attorney, Town Auditors
From: Sanford I. Miller, Town Manager *SIM*
Re: Policy Memorandum #05/06:03 Repealing Policy #97-06, Review and Approval of Contracts and Agreements
Date: October 24, 2005

EFFECTIVE DATE- Immediately

PURPOSE: The purposes of this Policy are to ensure:

- 1) contracts and agreements are handled uniformly;
- 2) the Town Attorney has reviewed these items as to form and content; and,
- 3) sufficient funds are available to carry out the contract or agreement before it is approved by the Selectboard.

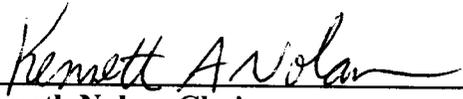
PROCEDURE: Prior to submitting contracts for approval by the Selectboard the staff person sponsoring the agenda item shall:

- 1) contact the Town Attorney and obtain his/her approval for the form and content of the agreement or contract. Such approval may be verbal, but written approval via letter, fax or e-mail shall follow.
- 2) contact the Finance Department to obtain an assurance to the effect sufficient funds are in place to carry out the Town's payment obligations in regard to a contract or agreement.
- 3) work with the Town Manager's office to make sure the proper motion or resolution is developed to provide the Selectboard with the information they require and which is consistent with this policy.

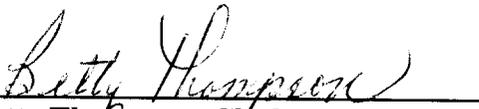
ACTION: The Milton Select Board, acting in regular session on (date), voted in favor of the following:

"Voted that all contracts presented to the Town of Milton are to be reviewed as noted herein on Policy 05/06: 03 which repeals Policy 97-06. This Policy will be attached to the Minutes, noted above."

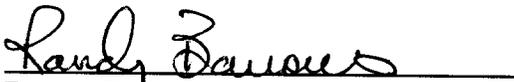
Town of Milton Selectboard


Kenneth Nolan, Chair


Daniel FitzGerald, Vice-Chair


Betty Thompson, Clerk


Louis Mossey, III


Randy Barrows

Filed with the Town Clerk Oct 25, 2005,

Attest: 
Asst Clerk