

# POLICY -97-07

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**To:** All Department Heads  
**cc:** Select Board, Town Attorney, Town Auditors and Trustees (FYI)  
**From:** James A. McSweeney, Town Manager  
**Re:** Policy Memorandum #97-07- Equipment and Lease/purchase.  
**Date:** March 1997

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## EFFECTIVE DATE - IMMEDIATE

**PURPOSE:** The purpose of this policy is to insure that all leases/lease-purchases, to be entered into by the Town, receive prior approval of the Select Board before authorization is given to enter into any lease/lease-purchase beyond a budgetary year period. A lease or lease-purchase usually obligates the Town to make a financial commitment beyond a time period of the annual budget. Thus the need for other than an administrative signature, without Select Board approval.

**PROCEDURE:** Apprise Town Manager of possible lease activity or interest.

-Proposed lease to be submitted to Town Attorney for approval as to form, content, and compliance with state and local laws, ordinances, policies, regulations, and to determine if the proposed acquisition will involve financing (if so acquisition will require voter approval).

-Department head submits recommendation to Town Manager outlining cost factors, source of funds, comparison with a purchase etc.

-Town Manager submits lease/purchase proposal to Select Board via inclusion on regular Select Board Agendas.

TOWN OF MILTON  
CONTRACT REVIEW

Name of Project: \_\_\_\_\_

Department: \_\_\_\_\_

Est. Total Project: \$ \_\_\_\_\_ Est. Cost of this Phase \$ \_\_\_\_\_

Budget Amount available \$ \_\_\_\_\_

Accounts: \_\_\_\_\_ Amount \$ \_\_\_\_\_

\_\_\_\_\_ Amount \$ \_\_\_\_\_

\_\_\_\_\_ Amount \$ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department Head Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

REVIEWED AND APPROVED BY:

DATE:

\_\_\_\_\_  
Treasurer

\_\_\_\_\_

\_\_\_\_\_  
Legal

\_\_\_\_\_

\_\_\_\_\_  
Finance/Purchasing

\_\_\_\_\_

Return to Purchasing after ALL signatures have been obtained. Thank you!

POLICY 97-07

-Select Board takes action; if affirmative authorizes, by vote, the Town Manager to sign the lease/lease-purchase.

-Lease/lease-purchase activated.

The Milton Select Board, acting in regularly session on March 3, 1997 voted in favor of the following motion: "The Select Board of the Town of Milton requires, as a matter of policy, that all town equipment, machinery, and vehicle leases, lease/lease-purchase that extend beyond any current fiscal year are to be approved by the action of the Select Board. Further, that this policy 97-07 become part of the permanent record by attachment of same to the minutes of this meeting."

Filed with the Town Clerk: 3/4/97

Attest: Loretta R. DeLuca  
ASA Clerk