

Town of Readfield Administration Ordinance

The purpose of this ordinance is to give authorization of powers and duties of the Select Board to manage the following non budgetary items:

1.1 ACCEPT PAYMENT OF TAXES

Authorize the Treasurer of Readfield to accept prepayment of taxes not yet committed pursuant to 36 M.R.S.A., Section 506.

1.2 CONTRACTS AND LEASES

On behalf of the Town of Readfield, enter into single or multi-year contracts, leases and lease/purchase agreements, not to exceed five years, in the name of the Town if it is deemed to be in the best interest of the Town, where the underlying purpose has been authorized by the voters.

1.3 SALE OF SURPLUS PROPERTY

On behalf of the Town, sell any town-owned surplus property, equipment and tools no longer needed by the Town.

1.4 ACCEPTANCE OF GIFTS AND DONATIONS TO THE TOWN

To accept and expend, on behalf of the Town, any gifts or donations, including grants from federal, state and local agencies, unanticipated donations, or pass-through funds that may be provided by individuals, business associations, charitable groups, or other organizations, if the Select Persons determine that the gifts, donations, or pass through funds and their purposes are in the best interest of the Town. Enter into and execute such agreements and contracts and to take all actions as may be necessary, appropriate and convenient to accomplish this acceptance. Any donation or gift that requires additional funds, such funds must be appropriated by a Town ballot vote. The value and intended purpose of all donations accepted on behalf of the Town in excess of \$100, exclusive of volunteered time, whether cash or in-kind, publicly or anonymously given, shall be recorded by the Collection Clerk or designee and a receipt provided to the donor.

1.5 TAX ACQUIRED PROPERTY

To retain; sell to the prior owner for taxes, interest and costs; or sell the tax acquired property on such terms as they deem advisable, and in accordance with a written policy regarding Tax Acquired Property adopted by the Select Board.

1.6 INCREASE LINE ITEM BY 5%

To increase any line item up to five percent (5%) by transferring funds from another line balance or miscellaneous income to pay for unexpected expenses.

1.7 EXPENDITURE OF CARRY FORWARD & RESERVE FUNDS

To expend for their designated purpose any funds that have been reserved or carried forward from prior and current fiscal years.

1.8 MISCELLANEOUS FEES

To set Miscellaneous Fees charged for Town services not covered or set by State Statute.

Amendment History:

TM: Enacted June 14, 2016

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TM: Amended June 13, 2017

TM: Amended July 14, 2020

Certified by: _____
Deborah Nichols, Town Clerk