

# **Town of Readfield Administration Ordinance**

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The Select Board shall have the authority to manage the following items:

## **Sections**

### **1.1 ACCEPT PAYMENT OF TAXES**

### **1.2 CONTRACTS AND LEASES**

### **1.3 SALE OF SURPLUS PROPERTY**

### **1.4 ACCEPTANCE OF GIFTS AND DONATIONS TO THE TOWN**

### **1.5 TAX ACQUIRED PROPERTY**

### **1.6 WAIVER OF FORECLOSURE**

### **1.7 INCREASE BUDGET ITEM BY 5%**

### **1.8 MISCELLANEOUS FEES**

### **1.9 DISBURSEMENT WARRANTS**

### **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.

### **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. The Select Board shall determine whether to use the proceeds to offset current year expenses or whether they shall be applied to the General Fund.

### **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 the Town's Tax Acquired Property Policy.

### **1.6 WAIVER OF FORECLOSURE**

To issue Waivers of Automatic Foreclosures when the municipal officers wish to avoid acquiring

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property that may be burdensome to the Town and to take court action if needed to foreclose at a later date, if desired.

### **1.7 INCREASE BUDGET ITEM BY 5%**

To increase by up to 5% any budget item previously approved by Town Meeting vote by transferring funds from another line balance or miscellaneous income.

### **1.8 MISCELLANEOUS FEES**

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

### **1.9 DISBURSEMENT WARRANTS**

Pursuant to 30-A M.R.S. §§ 3001 (municipal home rule) and 5603(2) (A), the treasurer may disburse money only on the authority of a warrant drawn for the purpose, either (a) affirmatively voted for and signed by a majority of the municipal officers at a duly called public meeting, (b) seen and signed by a majority of them acting individually and separately, or (c) signed by any one of them acting alone as provided by law for the disbursement of employees' wages and benefits and payment of municipal education costs and state fees.

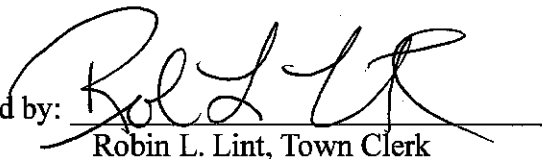
Enacted June 9, 2015

Amendment History:

TM: Enacted: June 14, 2016

TM: Amended: June 13, 2017

Certified by:



Robin L. Lint, Town Clerk