

**PURCHASING POLICY  
TOWN OF WATERBURY**

**Section 1: Title, Authority, and Purpose**

This policy shall be known as the "Town of Waterbury Purchasing Policy." It has been adopted by the Town of Waterbury Select Board pursuant to 24 VSA § 872.

The purpose of this policy is to establish guidelines for the purchases of supplies, materials, equipment, services, and other items included in the budgets of all Funds of the Town of Waterbury.

**Section 2: Authority of Municipal Manager as Purchasing Agent**

The Municipal Manager shall be the purchasing agent for the Town of Waterbury as authorized by 24 VSA § 1236(3). The authority to purchase for the Town of Waterbury includes, but is not limited to the purchases of supplies, materials, equipment, services and other items which allow for the normal operation of the town government and its departments provided that appropriations for such purchases have been included in the budget. During periods of the fiscal year when a budget has not been approved, the manager shall have authority to spend for purchases as established in the budget for the previous year, unless otherwise directed by the legislative body.

**Section 3: Authority to Execute the Budget**

The Municipal Manager shall execute the budget and do so in a manner that best reflects the intention of the legislative body and the voters. It is understood that the budget of each Fund is a spending plan for the year and that it is likely that overspending or under spending will occur in one or more of the line items of the budget and the manager shall have the authority to approve purchases even if the purchase causes the particular line item to be overspent. If the cost of a necessary item is significantly higher than the cost anticipated in the budget or if, due to unforeseen circumstances, it becomes necessary for the municipal manager to consider a purchase that is not included in the budget, the manager shall seek and receive permission for such expenditure from the legislative body prior to making the purchase.

**Section 4: Emergency Spending**

In an emergency when the general safety and welfare of the public is endangered or if the buildings or infrastructure of the town is imperiled, the Municipal Manager is authorized to make emergency expenditures in excess of the budget which are prudent and necessary to protect public safety and or the property of the town. As soon as practicable, the manager shall inform the legislative body of the actions taken and shall make an accounting of such spending.

**Section 5: Delegation of Authority**

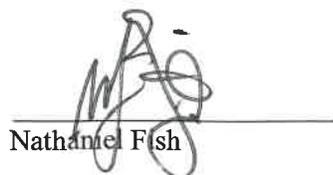
The Municipal Manager may choose to delegate purchasing authority up to \$1,200 to department heads or other employees to facilitate the day to day operations of the town and its departments. Purchases by department heads or other authorized employees, of single items or items in the aggregate ordered at the same time from the same vendor that cost more than \$1,200 must be approved in writing by the Municipal Manager. The Municipal Manager shall provide Purchase Order forms to be used in such instances.

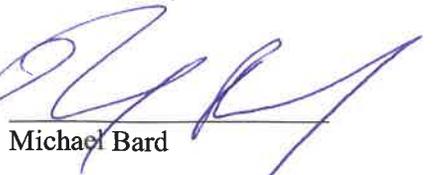
**The foregoing Policy is hereby adopted by the Select Board of the Town of Waterbury this 2nd day of December, 2019 and shall be effective January 1, 2020 until amended or repealed.**

  
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Christopher Viens, Chair

  
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Mark Frier

  
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Jane Brown

  
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Nathaniel Fish

  
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Michael Bard