



# Town of Windham

Town Offices  
8 School Road  
Windham, Maine

## Cover Sheet

File Number: 18-122

**Agenda Date:** 6/26/2018

**Version:** 1

**Status:** Agenda Ready

**In Control:** Town Council

**File Type:** Order

### I. Council Action Requested.

To adopt amendments to the town's purchasing policies as outlined in an email and attachment from attorney Kristin Collins dated May 14, 2018.

### II. Basis for Council Action.

Council approval of this item is required because;

- a. Article II, Section 3 (I) of the Charter gives the Council the authority to "Exercise all the legislative, financial, borrowing and other powers or hereafter given by statute to inhabitants of towns acting in Town Meeting..."
- b. Article III, Section 2(A)(9) of the Charter provides that "the Town Manager shall act as purchasing agent for all departments of the Town and provide for cooperative purchasing arrangements where feasible, and shall submit to competitive bids any transaction in excess of the amount set by order of the Council," and
- c. This article contemplates the adoption or amendment of policies regarding the town's purchasing practices.

### III. Issue Summary.

Please refer to the attached email and proposed amendment, shown in the attachment in mark-up form.