

Article 46. To see if the Town of Carroll will vote to adopt the following BID POLICY:

Competitive Purchasing

Except as hereinafter provided, every Town purchase or contract greater than five thousand (\$5,000) dollars in amount shall be made only after the receipt by the Town of a publicly invited, sealed, competitive bid on uniform specifications. The bids will be open and read at a time and date, specified in the bid invitation, by the Board of Selectmen at a regularly scheduled meeting. After study by the Department Head, of all the bids and a recommendation from the Department Head making the purchase, the Board of Selectmen shall award the contract to the lowest responsible bidder; considering also the quality, delivery, financial responsibility and guarantees of the bidders being equal. This does not guarantee the lowest monetary bid be awarded. The Board of Selectmen, may, in its discretion, reject or accept, any or all bid(s) for any reason. The Board of Selectmen shall announce its decision at the next meeting of the Board of Selectmen, after receiving the Department Head's recommendation.

Except as hereinafter provided, every Town purchase or contract of greater than five thousand (\$5,000) dollars shall be made only after at least three (3) invitations to bid, through certified mail, are sent. Department Heads shall compile and maintain a list of possible bidders for equipment or services required. Invitations to bid will also be published in two (2) newspapers of general circulation.

Every purchase of five thousand (\$5,000) dollars or less shall be handled by the Department Head on a competitive basis as is deemed reasonable and prudent. (i.e. single vendor item).

Purchases made through existing State of New Hampshire or other State contracts or Coos County contracts shall be deemed to meet the requirements of the above paragraphs. Nothing herein shall be construed to prevent joint bidding and contracting by the Town and other public jurisdictions, and in fact, such is encouraged.

Professional Services

Professional services contracts (architecture, engineering, construction management, risk management, financial and auditing and other professional services or consulting work) of *more than ten thousand (\$10,000) dollars may be entered into after receiving proposals* from at least three (3) interested firms, evaluations of those proposals and evaluation of anticipated quality of service to be rendered, and approval by the Board of Selectmen. Such services of ten thousand (\$10,000) dollars or less may be procured in a manner deemed reasonable and prudent by the Board of Selectmen.

Exceptions, Waivers, and Emergencies

Valid exceptions not subject to the above bid requirements are utility purchases, advertising, postage, federal, state and local taxes, court judgments, financing or borrowing, police special investigative costs where disclosure may jeopardize an investigation, legal services, medical, health and social services for Town employees, the purchase of insurance, maintenance contracts

with manufacturers of equipment purchased or with suppliers of data processing software, or where the Town decides to contract with non-profit organizations for the provision of health, welfare, social *or* recreational services for the Town and/or to the general public or where the Town decides to contract with governmental agencies for the provision of governmental services.

Sealed, publicly invited competitive bids will not be required for purchases in any situation where a contractor or supplier has defaulted upon his or her obligations to the Town and there is presently a security guaranteeing to the Town for the performance of said obligation at no additional cost to the Town, over and above the original obligation. In such a case, the Board of Selectmen, may renegotiate and award the contract to whomsoever it sees fit, providing that said renegotiation and award does not exceed the amount contracted for in the original obligation.

Town Departments will attempt to obtain competitive quotes from different suppliers for standardized items or services.

In case of an accident or emergency, the Board of Selectmen may award contracts and make purchases for the purpose of repairing damages caused by an accident or meting a public emergency without meeting the purchasing requirements of the above sections. In such cases, the Board of Selectmen will file a report which certifies the emergency nature of the incident and itemizes the purchases and their costs.

Sale of Surplus Material

After making all Departments aware of such surplus items, the Board of Selectmen may authorize the sale of materials and equipment which it and the Department Head determine to be surplus to the needs of the Town where a single item or lot does not exceed one thousand (\$1,000) dollars in book value. In cases where such item(s) or lot exceeds one thousand (\$1,000) dollars in book value, the Board of Selectmen shall approve the sale of such materials. All such surplus materials shall be disposed of by public auction or competitive sealed bids. The highest bidder shall receive the item(s) or lot.

This Bid Policy to take effect upon adoption by the 2010 Town Meeting. **By Petition.**

Article 47. To see if the Town of Carroll will vote to select the Board of Public Works Commissioners pursuant to RSA 38-C. The Board of Public Works Commissioners shall consist of 3 citizens of Carroll, who shall have powers and duties such as development of maintenance schedules for work on town roads and buildings, establishment of bidder lists, preparation of bid specifications, recommendations for contracts to the governing body, supervision of contracted work projects for all accepted town roads and buildings, town water supply and development and presentation of the Public Works budget. The Public Works Commissioners' terms of office shall be for 3 years and until their successors are elected. The first Board of Commissioner may be chosen for terms of one, 2 and 3 years, respectively, by the legal voters of Carroll at the 2011 town meeting election and their successors shall be elected at each annual election. **By Petition.**

Article 48. To see if the Town of Carroll will vote to elect the members at large to the Budget Committee in accordance with RSA 32:15. **By Petition**

Article 49. To reduce the scheduled work week of all fulltime employees to a flex 35 to 38 (budget 36.5) hour work week with shorter hours being used in the non peak periods. The Town Clerk/Tax Collector and the Administrative Assistant to the Selectmen will **not** be affected by this scheduled hourly reduction. Regular rates of pay will be used and the rate not increased for the hourly reductions. **By Petition.**

Article 50. To limit the maximum total budget for 2010, and the maximum total fulltime employee wages going forward (including fringe benefits), the Town of Carroll will base its maximum costs upon the averages for all the towns larger than Carroll in population up to 140% of the size of the Town of Carroll using the most recent years figures that are available from the NH LGC. **By Petition.**

Article 51. To revoke the “Town Handbook” passed on January 9, 2009, because the public was never warned of its costs, and reinstate the “Town Personnel Policies Manual” last revised June 2006. **By Petition.**

Article 52. To prohibit any forms of special or bonus pay to any employee. Employees are to be paid under the Fair Labor Standards Act and its RSA equivalent. In all cases, only straight time and overtime payment can be made for actual work done. **By Petition.**