

FOR THOSE THAT WISH TO PARTICIPATE IN THE
REMOTE HAMPDEN TOWN COUNCIL
WORKSHOP ON SEPTEMBER 14, 2020, AT 6:00
PM YOU MAY PHONE IN USING THE
FOLLOWING NUMBER (FOLLOWED BY THE
PIN #)

1-609-469-1524 PIN 745 050 186 #

OR-

FROM A LAPTOP OR A DESKTOP, YOU MAY GO
TO THIS URL: [https://meet.google.com/
hhq-gfiy-inw?hs=122&authuser=0](https://meet.google.com/hhq-gfiy-inw?hs=122&authuser=0) AND JOIN
US THAT WAY

**INSTRUCTIONS ARE POSTED WITH THE AGENDA
AND SEPARATELY ON THE TOWN CALENDAR AT
WWW.HAMPDENMAINE.GOV**

Using Google Meet to Participate in Hampden Town Council Remote Meetings

How to join:

1. Town Council members will receive an email or a Google Calendar Invite with a link to join the meeting.
2. People interested in joining will need to go to the link posted on the town events calendar at www.hampdenmaine.gov.
3. Anyone can also join for audio-only participation by calling the number provided on the town events calendar and then entering the PIN provided followed by the # symbol.

Protocols for Remote Meetings:

1. Log in or call in at least 5 minutes before scheduled start of meeting.
2. For the audio portion, use either your phone or your computer microphone, not both.
3. Mute your phone or computer mic unless speaking. Remember to un-mute if you want to speak. To mute or unmute in Google Meet, click on the little microphone icon at the bottom of the screen; note you may need to move your mouse pointer around the bottom of your screen to get the bottom bar to appear.
4. Speak up if using a computer microphone or if using the speaker function on your telephone.
5. Do not rustle papers in front of your mic unless it's muted. Please minimize background noise.
6. If you're referring to a document, identify it including page or sheet number.
7. If using the video function, have a light source in front of you if possible. Try to avoid backlighting.
8. If you want to look good, have your camera mounted at eye level or above. Look at yourself on screen to check the lighting, camera position, what's in the background, etc. In Google Meet, you can do this "video check" when you open the program before you join the meeting.
9. If you are participating by audio only, identify yourself when speaking.
10. ALL votes will be by roll call.
11. After the meeting is adjourned, click on the red phone icon on the bottom bar to leave the meeting, or (obviously) just hang up the phone if that is how you are participating.

For detailed instructions on using Google Meet, please refer to their website:

support.google.com/a/users/answer/9282720?hl=en



Town of Hampden

Town Planner

Memorandum

To: Town Council – For Workshop
From: Karen M. Cullen, AICP, Town Planner *KMC*
Date: September 10, 2020
RE: Proposed Amendments to Fees Ordinance for Marijuana Licensing

The Marijuana Ordinance was amended on September 8, 2020 and will become effective October 8, 2020. The Fees Ordinance needs to be amended to include licensing fees for marijuana establishments. The attached proposed amendment provides a starting point for discussion, and the attached listing of fees from other municipalities in Maine provides comparisons for use in deliberations on what Hampden will charge.

You will see that the fees range widely, from a low of \$100 for a marijuana consumables manufacturing facility in Waterville to a high of \$30,000 for adult use cultivation over 7,000 square feet in Presque Isle. Note that these are annual licensing fees; the attached comparison chart also includes application fees where they were listed. Ignoring the adult use marijuana activities, the high is \$5,000 for medical marijuana cultivation in Presque Isle (and this is not necessarily limited to a commercial type of operation) or a store (medical vs. adult use not specified) in Auburn or Waterville.

Only two municipalities specify a license fee for medical marijuana caregiver activities: Brunswick charges \$600 if marijuana is grown onsite and \$300 if grown offsite; Waterville charges \$500 (regardless of where cultivation occurs).

The fees should be set based on what resources the Town anticipates using for the licensing process. This should include at minimum the amount of time (translated to pay) spent by the various staff people involved in the process: the Town Manager, Town Clerk, Director of Public Safety, Deputy Fire Chief, Deputy Police Chief, Code Enforcement Officer, Tax Collector, Treasurer. Whether time spent should include potential investigation or enforcement actions throughout the year is up for debate; given the wide range of fees in other municipalities I can only guess that some do take such ongoing activity into account in setting the fees, since licensing fees are not supposed to be revenue sources.

TOWN OF HAMPDEN

The Town of Hampden Hereby Ordains
Proposed Amendments to the Fees Ordinance

Deletions are ~~Strikethrough~~ Additions are Underlined

Add a new section to Article 2, of the Fees Ordinance, Fees for Activities Regulated by Town Ordinance:

2.19 Marijuana Ordinance (added)

<u>Registered Caregiver License – Initial Application Fee</u>	<u>\$</u>	<u>_____</u>
<u>Registered Caregiver License – Annual Renewal License Fee</u>	<u>\$</u>	<u>_____</u>
<u>Medical Marijuana Business License – Initial Application Fee</u>	<u>\$</u>	<u>_____</u>
<u>Medical Marijuana Business License – Annual Renewal License Fee</u>	<u>\$</u>	<u>_____</u>

License fees charged by municipalities for marijuana activities - September 2020

(highlighted entries are specifically for registered caregivers, and gray text entries are specifically for adult use marijuana activities)

Activity	Fee	Comments
<u>Bangor</u>		
cultivation ≤400 sf	\$ 205	
cultivation > 400 sf	512	
store	205	
products manuf	205	
testing	205	
<u>Brewer</u>		
medical marij dispensary	\$ 500	
medical marij cultiv facility	500	
<u>Searsport</u>		
testing facility	\$ 1,500	
caregiver retail store	1,500	
adult use cultivation:		
T1 - 0-500 sf canopy	1,000	
T2 - 501-2,000	1,500	
T3 - 2,001-7,000	2,500	
T4 - > 7,000	5,000	
<u>Auburn</u>		
license appl fee	\$ 500	
medical cultivation	1,000	
store	5,000	
manuf facility	2,500	
testing facility	2,500	
adult use cultivation:		
T1 - 0-500 sf canopy	1,000	
T2 - 501-2,000	1,500	
T3 - 2,001-7,000	2,500	
T4 - > 7,000	5,000	
adult use nursery	1,000	
<u>Berwick</u>		
license appl fee	\$ 3,000	
marijuana establishment	3,000	includes adult use and medical

License fees charged by municipalities for marijuana activities - September 2020

(highlighted entries are specifically for registered caregivers, and gray text entries are specifically for adult use marijuana activities)

Activity	Fee	Comments
Brunswick		
medical cultivation	\$ 600	
adult use cultivation	600	
products manuf facility	300	
caregiver, onsite cultivation	600	
caregiver, offsite cultivation	300	
store	1,400	
medical marijuana storefront	1,400	
testing facility	-	license not required
Presque Isle		
license application fee	\$ 500	
store	2,500	
manuf facility	2,500	
testing facility	1,000	
adult use cultivation:		
T1 - 0-500 sf canopy	500	
T2 - 501-2,000	3,000	
T3 - 2,001-7,000	10,000	
T4 - > 7,000	30,000	
medical marij cultivation	5,000	
adult use nursery	350	
Waterville		
license application fee	\$ 500	
store	5,000	
manuf/extraction facility	1,500	
manuf/consumable facility	100	
testing facility	1,500	
adult use cultivation:		
T1 - 0-500 sf canopy	500	
T2 - 501-2,000	1,500	
T3 - 2,001-7,000	4,000	
T4 - > 7,000	7,500	
registered caregivers	500	

C-1

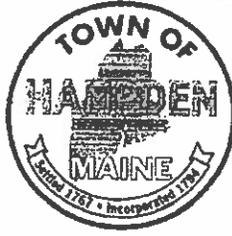


Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: September 10, 2020
RE: Possible lease extension on the Post office

As previously reported, I reached out to the President of the Estate of Paul Lessard back in December to inform them of our intent regarding the post office lease. I never heard back from them until just a couple of weeks ago. They are asking if we would be willing to sign a lease for just one year to coincide with their lease with the Post Office so that they would both expire simultaneously.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
Email:
townmanager@hampdenmaine.gov

December 17, 2019

Tina M. Lambert, President
Paul Lessard & Son, Inc.
455 Webber Ave.
Lewiston, Me. 04240

RE: Lease between Town of Hampden & United States Post Office / Paul Lessard (Estate of)

Dear Ms. Lambert;

As you are aware, the lease that was entered into between the Town of Hampden and the United States Postal Service, (which assigned its rights to Paul Lessard) is set to expire on March 31, 2021.

In speaking with the Post Master, he indicated that the Post Office has outgrown this space and that he has had conversations with his real estate division to inquire about finding a larger facility for their purposes.

After review by our legal counsel, it was confirmed that if the lease is not renewed in 2021, the land, buildings and improvements revert back to the Town. The Town of Hampden intends on declining an extension of this lease for another term.

I am writing to give you advanced notice so that you will not be caught unawares. This will also meet the spirit of item 26 of the lease which speaks to a 45-day notification period in the event the owner wishes to cancel the lease. If you would like to discuss this further, please contact me at your earliest convenience.

Sincerely,

Paula A. Scott
Interim Town Manager

cc: Postal Facilities Real Estate office, Attorney Bearor, file



Paula Scott <townmanager@hampdenmaine.gov>

Fwd: Hampden

4 messages

Tina Lambert <tlambert2011@aol.com>

Mon, Aug 24, 2020 at 6:10 PM

Reply-To: Tina Lambert <tlambert2011@aol.com>

To: "townmanager@hampdenmaine.gov" <townmanager@hampdenmaine.gov>

Hello,

Re: Hampden Post Office Land Lease

Sorry it took me so long to respond to the letter you sent me. I do believe that there is a date error in your letter.

The lease contract I have with the postal service does not end until March 31, 2022.

I included a copy for you to reference. That is still 18 months, give or take.

Can we extend the land lease at least until the current postal lease is done on March 31, 2022?

I have not heard from the postal service about them looking for another place.

I usually hear from the Leasing Team about 12 months before a lease is up for renewal to see if they are interested in extending or not.

I am assuming that they will reach out one way or another around February 2021 to start negotiations for a new lease or to terminate.

The post master can petition them to move to a larger space, but they are the ones that make the final decision on renewing a lease or not.

Thank you,

Tina M. Lambert

President, Paul Lessard & Son, Inc

 SKM_558e20082409540.pdf
496K

Paula Scott <townmanager@hampdenmaine.gov>

Tue, Aug 25, 2020 at 3:05 PM

To: Tina Lambert <tlambert2011@aol.com>

Hi Tina,

Thank you for your response. I am a bit confused as the only date I referenced in my letter is the expiration date of the lease between the Town and the Estate of Paul Lessard which is 03/31/2021, which you confirmed by asking for the extension to align with your lease with the postal service.

As far as the town extending the lease for an additional year to align with that expiration date, I would need to take it to the Town Council to see if that is their wish and if so, what, if any, additional requirements they may place on the short term lease. We won't meet again until September 8th but I will let you know what they decide.

Thanks again,

Paula A. Scott
Town Manager
TreasurerTown of Hampden
106 Western Avenue
Hampden, Maine 04444
Tel: (207) 862-3034

Fax: (207) 862-5067

[Quoted text hidden]

Tina Lambert <tlambert2011@aol.com>
Reply-To: Tina Lambert <tlambert2011@aol.com>
To: "townmanager@hampdenmaine.gov" <townmanager@hampdenmaine.gov>

Thu, Aug 27, 2020 at 7:12 AM

Hello Paula,

That was my error in my response. I interpreted what you wrote incorrectly.
I would like to work with the Town Council to come up with an acceptable agreement.

Thank you,
Tina Lambert
[Quoted text hidden]

Paula Scott <townmanager@hampdenmaine.gov>
To: Tina Lambert <tlambert2011@aol.com>

Thu, Aug 27, 2020 at 11:06 AM

Hi Tina,
No worries, I just wanted to make sure I was understanding correctly. I also misspoke, we would take this to a workshop on the 14th prior to it going to a regular Council meeting.
I will bring your request to them and keep you advised as to the process. You would be able to participate in the meeting remotely so that you can "be there" to answer questions, or offer comments.

Thank you,
Paula A. Scott
Town Manager
Treasurer

Town of Hampden
106 Western Avenue
Hampden, Maine 04444
Tel: (207) 862-3034
Fax: (207) 862-5067

[Quoted text hidden]



Facility Name/Location
HAMPDEN - MAIN OFFICE (223495-003)
114 WESTERN AVE, HAMPDEN, ME 04444-9998

County:Penobscot
Lease:Q90000463296

This Lease made and entered into by and between PAUL LESSARD & SON INC hereinafter called the Landlord, and the United States Postal Service, hereinafter called the Postal Service.

In consideration of the mutual promises set forth and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties covenant and agree as follows:

1. The Landlord hereby leases to the Postal Service and the Postal Service leases from the Landlord the following premises, hereinafter legally described in paragraph 7, in accordance with the terms and conditions described herein and contained in the 'General Conditions to U.S. Postal Service Lease,' attached hereto and made a part hereof.

Upon which is a one story, wood frame building and which property contains areas, spaces, improvements, and appurtenances as follows:

AREA	SQ. FEET
Net Total USPS Leased SF	3,714
Exterior Parking, USPS	14,603

Total Site Area: 36,400 00

2. TO HAVE AND TO HOLD the said premises with their appurtenances for the following term:
FIXED TERM: The term becomes effective February 01, 2017 with an expiration date of January 31, 2022, for a total of 5 Years.

3. RENTAL: The Postal Service will pay the Landlord an annual rental of: \$49,000.00 (Forty Nine Thousand and 00/100 Dollars) payable in equal installments at the end of each calendar month. Rent for a part of a month will be prorated.

Rent checks shall be payable to:
PAUL LESSARD & SON INC
455 WEBBER AVE
LEWISTON, ME 04240-4921



Lease

4. RENEWAL OPTIONS: The Lease may be renewed at the option of the Postal Service, for the following separate and consecutive terms and at the following annual rentals:

EFFECTIVE DATE	EXPIRATION DATE	PER ANNUM RENTAL
02/01/2022	01/31/2027	\$50,500.00

provided that notice is sent, in writing, to the Landlord at least 30 days before the end of the original lease term and each renewal term. All other terms and conditions of this Lease will remain the same during any renewal term unless stated otherwise herein.

5. OTHER PROVISIONS The following additional provisions, modifications, riders, layouts, and/or forms were agreed upon prior to execution and made a part hereof:
Utilities Services & Equipment Rider, Maintenance Rider - USPS Responsibility, Maintenance Rider UST - Landlord Responsibility, Reimbursement of Paid Taxes Rider.

See Assignable Ground Lease dated 4/1/1981 and Agreement (with Bangor Hydro) dated 7/31/1998, both of which are attached and made a part of this Lease

6. TERMINATION:
None, except as specified elsewhere in this Lease.

7. LEGAL DESCRIPTION:
All that certain real property identified on the Hampden, ME Assessor's records as parcel number 09-01-018A and also known as 114 Western Avenue, Hampden, ME 04444.

Handwritten signature and date: 7-25-10



EXECUTED BY LANDLORD this 30 day of November, 2015

CORPORATION

By executing this Lease, Landlord certifies that Landlord is not a USPS employee or contract employee (or an immediate family member of either), or a business organization substantially owned or controlled by a USPS employee or contract employee (or an immediate family member of either).

Name of Corporation: PAUL LESSARD & SON INC

Terry M. Lambert
Name & Title:

President, Paul Lessard & Son Inc
Name & Title:

Name & Title:

Name & Title:

Landlord's Address: 455 WEBBER AVE

LEWISTON, ME 04240-4921

Telephone No.: (207) 754 - 5441

Fax No.:

Tax ID: XX-XXX7210

E-mail Address: T.Lambert@leeautomall.com

[Signature]
Witness

[Signature]
Witness

- a. Where the Landlord is a corporation, leases and lease agreements entered into must have the corporate seal affixed, or in place thereof, the statement that the corporation has no seal.
- b. Where the Landlord is a corporation, municipal corporation, non-profit organization, or fraternal order or society, the Lease must be accompanied by documentary evidence affirming the authority of the agent, or agents, to execute the Lease to bind the corporation, municipal corporation, non-profit organization, or fraternal order or society for which he (or they) purports to act. The usual evidence required to establish such authority is in the form of extracts from the articles of incorporation, or bylaws, or the minutes of the board of directors duly certified by the custodian of such records, under the corporate seal. Such resolutions, when required, must contain the essential stipulations embodied in the Lease. The names and official titles of the officers who are authorized to sign the Lease must appear in the document.
- c. Any notice to Landlord provided under this Lease or under any law or regulation must be in writing and submitted to Landlord at the address specified above, or at an address that Landlord has otherwise appropriately directed in writing. Any notice to the Postal Service provided under this Lease or under any law or regulation must be in writing and submitted to "Contracting Officer, U.S. Postal Service" at the address specified below, or at an address that the Postal Service has otherwise directed in writing.

ACCEPTANCE BY THE POSTAL SERVICE

04/28/2016
Date

Esther M Tinort
Contracting Officer

[Signature]
Signature of Contracting Officer

FACILITIES REAL ESTATE 7029 ALBERT PICK ROAD, GREENSBORO, NC 27498-1193
Address of Contracting Officer

C-d



Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: September 10, 2020
RE: Disposal of town property

The Town of Hampden has a section within the Bid Policy which discusses how town owned property is to be disposed of. I have long believed that the entire policy needs to be amended, but I also find the section regarding items with a value of less than \$5,000 to be a little ambiguous and am asking for a bit of clarity. As previously stated, I will take my direction from the Council.

David I. Ryder (Mayor, Dist. 4)
Stephen L. Wilde (1)
Dennis R. Marble (2)
Terry McAvoy (3)

TOWN OF HAMPDEN
IN THE TOWN COUNCIL

Mark Cormier (A/L)
Ivan McPike (A/L)
Gregory J. Sirois (A/L)

Order 2017-05

Adoption: Sept. 6th, 2017

ORDER ESTABLISHING BID PROCEDURES FOR PUBLIC PURCHASING

ORDERED, that the Town Council hereby approves the following procedures for public purchasing. This Order rescinds and replaces the Hampden Town Council Bid Procedure Guidelines most recently amended on June 15, 2009.

1. **Purposes**. The purposes of these Bid Procedures for Public Purchasing are to standardize the purchasing procedures of the Town of Hampden thereby securing for the Town the advantages of a centralized and uniform purchasing policy saving the taxpayers' money and increasing public confidence in the procedures for municipal purchasing; to promote the fair and equitable treatment of all vendors of goods and services; and to set forth the duties and responsibilities of the Department Heads and the Town Manager, thereby fostering interdepartmental cooperation and trust in the purchasing system.
2. **Vendor Book**. The Town Manager shall establish a Vendor Book organized based on different types of goods and services that the Town may wish to procure, from time to time. Vendors may be added to the Vendor Book upon the initiative of the Town Manager or Department Heads, on the basis of vendor responsibility and quality, or upon vendor submittal of qualifications materials. The Vendor Book shall be a public document available for inspection upon request, and shall be updated by the Town Manager at least annually.
3. Purchasing procedures are established based on the estimated dollar value of the goods or services to be procured:
 - a. **Supplies or Services Estimated to Cost less than \$10,000**. The Town Manager, or designee, shall handle purchases under a quotation system. Under this system prices are solicited from at least three vendors and the item or service is purchased from the vendor that the Town Manager, or designee, recommends. There is no formal bid advertisement however, and no official sealed bid opening when a quotation is requested. All quotations shall specify delivered prices, terms of payment and cash discounts if applicable. If oral quotations are accepted, the Town Manager, or designee, shall make a record of the quotation including the person

ORDER ESTABLISHING BID PROCEDURES FOR PUBLIC PURCHASING

from whom the quote is received, and the date and time the quote is received.

- b. Supplies or Services Estimated to Cost More than \$10,000 but Less than \$50,000. Department Head shall prepare written specifications as to quantity and quality required, the availability of bid packages or other details, and the date and time when bids must be received. Department Head shall seek written bids from at least three vendors, or such greater number of vendors included in the Vendor Book that customarily provide the applicable good or service. Specifications with bid sheet shall be posted to the "Public Bids and Notices" page on the Town of Hampden website, and posted on a bulletin board at the Town Office. The specifications will include the date and hour by which bids must be received in order to be considered. Bidders shall submit bids prior to the date and time specified for opening of bids; late bids shall not be accepted. After opening of all bids, the Department Head or Town Manager will prepare a recommendation regarding the most responsive bidder and report same to the Council's Finance Committee for review. The Finance Committee will report their recommendation to the full Town Council at the next regularly scheduled Council meeting. A majority vote of the Councilors present is required to accept a bid. The Town Council reserves the right to accept or reject any or all bids. All bid results will be posted to the Town of Hampden website within three business days after the purchasing is awarded.
- c. Supplies or Services Estimated to Cost More than \$50,000. The Department Head or Town Manager shall prepare an Invitation for Bids describing the Town's requirements clearly, accurately and completely, but avoiding unnecessarily restrictive specifications or requirements that might unduly limit the number of bidders. The Invitation for Bids will be advertised in a newspaper of regional circulation, on the "Public Bids and Notices" page on the Town of Hampden website, and posted on a bulletin board at the Town Office, at least ten calendar days prior to the time set for public opening of sealed bids. The Invitation for Bids will specify the date and the hour of an official public bid opening by the Town Clerk at the Town Office. Bidders shall submit sealed bids prior to the date and time specified for opening of bids; late bids shall not be accepted. After opening of all bids, the Department Head or Town Manager will prepare a recommendation regarding the most responsive bidder and report same to the appropriate Council committee for review and said committee, if other

ORDER ESTABLISHING BID PROCEDURES FOR PUBLIC PURCHASING

than the Finance Committee, will report their recommendation to the Council's Finance Committee for review. The Finance Committee will report their recommendation to the full Town Council at the next regularly scheduled Council meeting. A majority vote of the Councilors present is required to accept a bid. The Town Council reserves the right to accept or reject any or all bids. All bid results will be posted to the Town of Hampden website within three business days after the purchasing is awarded.

4. Waiver.

- a. Town Council Authorization. When unusual circumstances exist, purchases estimated to cost more than \$10,000 but less than \$50,000 may be negotiated by use of the quotation system as provided in the above Article #3(a), and purchases estimated to cost more than \$50,000 may be negotiated by use of the bid solicitation system as provided in the above Article #3(b), each subject to the approval of the Town Council. "Unusual circumstances" include but are not confined to limited availability of the product or service within the area such as blacktop, tar, asphalt, salt, calcium chloride; a limited number of vendors providing a particular good or service; and short term rental of equipment. In its consideration of whether to authorize this manner of purchasing, the Town Council shall consider whether doing so would be reasonably expected to impair the Town's ability to secure the most advantageous purchasing terms.
- b. Town Manager Authorization. The Town Manager may waive the requirements for formal bid solicitation as provided in the above Article #3(c), and may instead follow the procedures in Article #3(b), in cases of emergency or time constraints that would affect the Town's ability to perform mandated functions, provided that the Town Manager shall file a full and complete statement of the reasons for waiving the formal bid solicitation process.

5. Cooperative Purchasing. The Town Manager may make cooperative purchases in conjunction with other governmental entities, without competitive bidding, if he/she determines the purchase is being made after competitive bidding by the cooperative entity or at terms more advantageous than the Town would be likely to obtain by competitive bidding.

6. Records Retention. The Department Head or the Town Manager shall keep a written record for all public purchases in the amount of \$10,000 or more, which

ORDER ESTABLISHING BID PROCEDURES FOR PUBLIC PURCHASING

shall include a record of all bids submitted, for six years following the purchase award. All written records shall be available for public inspection, except that proposals submitted in response to an Invitation for Bids remain confidential until the completion of the evaluations or until the time for acceptance specified in the Invitation for Bids, whichever is earlier.

7. Disposition of Town-owned equipment. In the event the Town or Department wishes to dispose of town-owned equipment with a value exceeding five thousand dollars (\$5,000) the Town Council will advertise for bids. Said advertisement shall state an official bid opening by the Town Clerk at the Town Office, specifying the date and hour of the public opening of same. After opening of all bids, they will be turned over to the appropriate Council committee for review and said committee will report their recommendation to the full Council at the next regularly scheduled Council meeting. A majority vote of the Councilors present is required to accept a bid. The Town Council reserves the right to accept or reject any or all bids. For town-owned equipment with a value of less than five thousand dollars (\$5,000), the Town Manager shall handle such sales under a quotation system. Under this system, values are solicited by the Town Manager and the item is sold to the buyer that the Town Manager recommends. There is no formal bid advertisement however, and no official sealed bid opening when a quotation is requested. Equipment that is traded in as part of a separate but related equipment purchase shall not be required to undertake a separate bid process provided that the purchase that includes the trade-in is handled in accordance with these procedures.

ORDER ESTABLISHING BID PROCEDURES FOR PUBLIC PURCHASING

Town Clerk:

ORDERED by a majority of the Town Council:

Paula Scott

