

# Memo

To: Road Agent Ronnie Pelissier  
From: Board of Selectmen  
Date: September 28<sup>th</sup>, 2015  
Re: Expenditure Authorization

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The Board of Selectmen approved the Reynolds Ave. reconstruction project on August 31<sup>st</sup>, 2015. This project has an estimated cost of \$125,000. This project will exceed the appropriation approved for the Highway Department for this year. All expenditures over \$500 will require a purchase order to be approved by the Board of Selectmen. The Town Administrator is not authorized to approve purchase orders for your budget for the rest of the budget year because those expenditures will exceed your authorized budget appropriation.

Purchases under \$500 should be considered carefully to include only those expenditures which are necessary. If you need further guidance in the regard contact the Board for guidance.

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Jeff Gryval, Chairman

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Jason Tardiff, Selectmen

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Kate Walker, Selectmen