

Town of Calais, Vermont
Vendor Payment Policy

PURPOSE. The purpose of this policy shall be to ensure that the Town Treasurer is able to approve and make payments to specific vendors prior to Selectboard approval, for the purposes of conducting regular town business.

APPLICABILITY.

This policy applies only to the Treasurer of the Town of Calais and/or his or her designee.

DEFINITIONS. For purposes of this policy, the following words and/or phrases shall apply:

1. "Vendors" shall mean those specified companies and/or organizations and/or entities who provide a regular service, material, or system which the Town of Calais employs or utilizes for the purposes of conducting town business, and in meeting its statutorily defined duties and responsibilities as a municipal government in the State of Vermont.

PAYMENTS TO APPROVED VENDORS PRIOR TO SELECTBOARD APPROVAL.

The Treasurer of the Town of Calais shall hereby be able to make any necessary payments to the following list of vendors/entities prior to Selectboard approval, for the purposes of conducting town business, according to the following prescribed manners of payment.

Checks:

- Vermont Municipal Employees' Retirement System (VMERS)
- Unifirst
- Blue Cross Blue Shield Vermont (BCBSVT)
- Lincoln Financial Group
- Staples

Electronic Funds Transfers (EFT):

- The United States Treasury (for the purposes of paying federal taxes)
- Delta Dental
- Washington Electric Co-op (WEC)
- Hardwick Electric Department
- Consolidated Communications (formerly FairPoint Communications Inc.)
- Green Mountain Power (GMP)
- Intuit Inc.

The Selectboard shall still review and approve all orders and warrants in its usually prescribed manner. The Selectboard reserves the right to alter and amend this list and policy as needed.

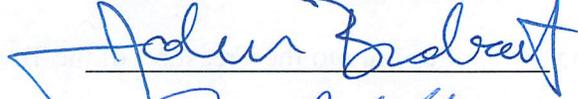
The foregoing Policy is hereby adopted by the Selectboard of the Town of Calais, Vermont, this 26 day of March, 2018.

This Policy is effective as of this date until amended or repealed.

Denise Wheeler, Selectboard Chair



John Brabant, Selectboard Vice Chair



Rose Pelchuck, Selectboard Member



Sharon Winn Fannon, Selectboard Member



Clif Emmons, Selectboard Member

