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**TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2000-02  
(REVISED)**

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**TO :** ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

**FROM:** LEE F. MAYHEW, TOWN ADMINISTRATOR

**SUBJ :** PROGRAM / BUDGET REVISIONS – POLICY NO. 2000-02

**DATE:** MARCH 20, 2000 (REVISED MAY 28, 2003) (SUPERSEDED BY POLICY 2023-02)

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At the Wednesday, May 28, 2003, Board of Selectmen’s meeting an amendment to Policy 2000-02 was approved replacing procedure number 3 which stated “The Town Administrator will send his comments to the Board of Selectmen with the department head’s request.” The policy now reads as follows:

**POLICY:**

1. Department heads will manage their budgets in such a way that they follow the budget proposal endorsed by the Board of Selectmen and funded by the Town for the current fiscal year.
2. The Board of Selectmen, through the Town Administrator, must be apprised of - and authorize - significant expenditures (having a cost of \$1,000 or more) that a department head has determined are necessary [but] which were not part of the department’s endorsed and funded budget proposal. In the notice, the department head will address the necessity of the new project/program/initiative as well as sources of funding, if any.
3. The Town Administrator will send comments to the Board of Selectmen with the department head’s request.

**EFFECTIVE DATE:** 1 January 2000