

SEC. 37. DUTIES OF THE MANAGER. It shall be the duty of the Town Manager to act as chief conservator of the peace within the town; to supervise the administration of the affairs of the town; to see that the ordinances of the town and the laws of the State are enforced; to make such recommendations to the Council concerning the affairs of the town as may seem to him desirable; to keep the Council advised of the financial condition and future needs of the town; to prepare and submit to the Council the annual budget estimate; to prepare and submit to the Council such reports as may be required by that body; and to supervise all duties assigned to administrative officers by ordinance or by this charter; and to perform such other duties as may be prescribed by this charter or required of him by ordinance or resolution of the Council, not inconsistent with this charter.

SEC. 38. PURCHASE. It shall be the duty of the Town Manager to control the purchase, storage and distribution of all supplies, materials, equipment and contractual services required by the Town government or any officer thereof; to establish and enforce standard specifications with respect to such supplies, materials and equipment, and to determine their quality, quantity and conformance with specifications; and to transfer to or between town offices or departments, or to sell surplus, obsolete or unused supplies, materials and equipment. Before making any purchase or contract for supplies, materials, equipment, or contractual services, opportunity shall be given for competition under such rules and regulations, and with such exceptions, as the Council may prescribe by ordinance. All expenditures for supplies, materials, equipment, or contractual service involving more than \$1,000 shall be made on written contract, and such contract shall be awarded to the bidder who offers the lowest or best bid, quality of goods, time of delivery, and responsibility of bidder being considered, after such public notice and competition as may be prescribed by ordinance, provided the Town Manager shall have the power to reject all bids and advertise again.

SEC. 39. RIGHT OF MANAGER AND OTHER OFFICERS IN COUNCIL MEETINGS. The Town Manager, the town solicitor, and such other officers of the town as may be designated by vote of the Council shall be entitled to attend all meetings of the Council, but shall not vote. The manager shall have the right to take part in the discussion of all matters coming before the Council, and the other officers shall be entitled to take part in all discussions of the Council relating to their respective offices.