

POLICY

98-06

Revised: 7-10-17

TO: Milton Selectboard
From: Don Turner Jr., Acting Town Manager
Re: Acceptance of Gifts/Donations by Town of Milton-

Date: July 10, 2017

EFFECTIVE DATE – Immediately

PURPOSE: From time to time the Town of Milton is offered a gift by a resident, vendor or business as an expression of gratitude for service rendered by the town.

This Policy is not intended to define a method to bestow recognition on any particular individual working for the Town who exhibits exemplary conduct, heroism, or distinguished service. This is to outline the standard procedure for accepting a gift on behalf of the Town when such is offered as a result of our general municipal operations.

PROCEDURE: Any Town of Milton employee offered any form of gift, gratuity or recognition by a private citizen, business or corporation, except as noted below, must report this offer to the Town Manager through their respective Department Head prior to agreeing to accept such gift. The gift could be in the form of dedicated funds, awards or items to be placed on Town property such as trees, bark mulch, fence, signs etc. from any person proposing to recognize the Town.

For donations to the municipality, the Town Manager is authorized to accept donations or gifts of cash, materials or services up to \$1500.00 without Selectboard approval. However, when the value of the gift or donation is between \$1,000 and \$1,500, or affects the municipal property, the Town Manager shall report these to the Selectboard in writing. In the case of all gifts and donations given to the Town of Milton, a letter of acknowledgement and thank you will be sent.

Exceptions to the Policy shall include incidental items given to employees by citizens, businesses, vendors, at conferences/workshops/seminars etc. such as, but not limited to pens, pins, hats, cups, t-shirts, gift certificates, awards (up to but not exceeding \$250.00) letters of recognition, plaques and/or incidental food items such as cookies, cakes, etc. These items may be accepted by the individual Town employees provided they inform the Town Manager of their receipt in a timely manner.

POLICY: The Milton Selectboard, acting in regular session July 10, 2017 voted in the favor of the following;

“Voted in the favor of the revised Gift/Donation Policy, as outlined in Policy 98-06 revised above. Further that this referenced Policy shall be part of the permanent record of the attachment of the same to the Minutes of the aforementioned Meeting.”

Date: July 10, 2017
Milton Selectboard



Darren Adams, Chair

Ken Nolan, Vice-Chair



John Palasik, Clerk



Chris Taylor, Member



John Cushing, Member

Filed with the Town Clerk this 18 of July, 2017

ATTEST: _____

