



POLICY

2021-02

TO: Selectboard
FROM: Jessica Morris, Finance Director
RE: Conflict of Interest Policy 2021-02
DATED: June 21, 2021
EFFECTIVE DATE: Immediately

CONFLICT OF INTEREST POLICY **Town of Milton**

PURPOSE

This policy establishes the standards of professional and ethical behavior in the delivery of municipal services by the Town's officers, employees, officials and agents.

PROCEDURE

In accordance with 2. C.F.R. §200.318(c)(1), the Town maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

No employee, officer, official, or agent may participate in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, official, or agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Immediate family is defined as the employee's spouse, domestic partner, parent, child, and sibling.

The employees, officers, officials, and agents of the Town may neither solicit nor accept gratuities, favors, or anything of monetary value from contracts or parties to subcontracts, unless the gift is an unsolicited item of nominal value as defined by Policy 98-06 Acceptance of Gifts/Donations by Town of Milton.

In accordance with 24 App. V.S.A. ch. 129 §701, Conflict of interest

- (a) A member of any appointed or elected board or commission or appointed or elected person or any person employed by the Town of Milton shall not solicit or receive directly or indirectly any gift or compensation for recommending or voting on any finding, ruling, decision, or report, or voting to procure any service, thing, or supply purchased with public funds.
- (b) Nor shall any such member of employee receive directly or indirectly anything of value by contract or otherwise from the Town unless it is received:
 1. As a result of a contract accepted after a public bid in accordance with law.
 2. In public recognition of service or achievement.
 3. As regular salary or expenses allowed by law for official duties performed as a member of such board or commission.

4. For employment otherwise authorized by law.
- (c) No board or commission member shall vote on any contract or purchase in which they have a direct or an indirect interest.

If a Town employee, officer, official, or agent becomes aware that they are in a position that creates a conflict of interest or the appearance of a conflict of interest, they should

1. Immediately disclose the nature and extent of the conflict or appearance of conflict,
2. Abstain from any further participation in the issue or matter giving rise to the conflict.

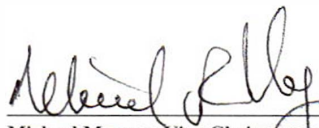
ADOPTION: The Milton Selectboard, acting in regular session on **June 21, 2021** voted in favor of the **Conflict of Interest Policy**, as outlined herein as **Policy 2021-02**. Further, that this referenced Policy shall be part of the permanent record of the attachment of the same to the Minutes of the aforementioned Meeting.

Dated at Milton, Vermont this 21 day of June, 2021

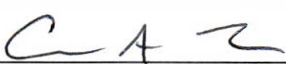
MILTON SELECTBOARD



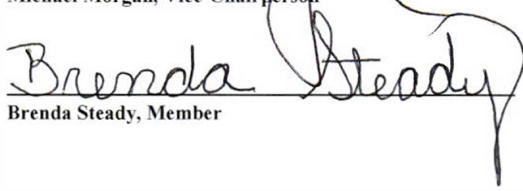
Darren Adams, Chairperson



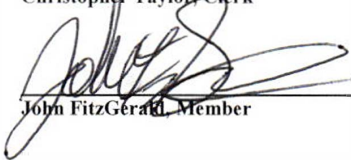
Michael Morgan, Vice-Chairperson



Christopher Taylor, Clerk



Brenda Steady, Member



John FitzGerald, Member

Filed with the Milton Town Clerk's Office this 22nd day of June, 2021

Attest: Kirst Beers

Milton Town Clerk