

# POLICY 98-05

---

**To:** Department Heads and Town Manager  
**cc:** Town Auditors, Milton Independent and Burlington Free Press  
**From:** Select Board  
**Re:** Policy 98-05  
**Date:** August 12, 1998

---

## EFFECTIVE DATE - Immediately

Over the past few months discussions have been ongoing regarding a designation of a paper of general circulation in the Town of Milton. The Select Board, Town Attorney, Officers and Staff have reviewed the statutes and ordinances with representatives from the press to determine the most effective and equitable method to advertise forthcoming public business.

**PURPOSE:** The purpose of this policy is to assure that all required advertising be placed in a paper of general circulation. The Select Board annually designates a paper of general circulation for regular and special Town Meetings as required by Charter. There are other advertisements required to warn the public of open meetings of various boards and commissions, goods and services to be purchased by the Town, or recruitment of staff positions. This policy will provide guidance to staff members who place ads in a paper for reasons other than for an annual or special Town Meeting.

**PROCEDURE:** The newspaper designated by the Select Board for warning a regular or special Town Meeting will also be the preferred paper to advertise all Boards and Commission meetings whenever possible. This paper will be relied upon to notify the public of all warned public hearings, requests for proposals for service, bidding for goods or products, and recruitment with the following exceptions:

- A. The goods and services pursued by the Town are of such a limited or specialized nature that either;
  1. a waiver of advertising is approved by the Town Manager and therefore direct solicitation is accomplished with not less than 3 bona-fide vendors/firms; or

2. the services/goods to be provided the Town are unique enough so that competent vendors/suppliers reside outside the geographical area of regular circulation of the designated paper;
  3. the goods/services to be provided the Town satisfy the "sole source" provision under the Administrative Code thereby exempting advertising process.
  4. staff may advertise in an alternate paper if it has been determined by the Department Head with prior Town Manager approval that advertising only in the designated paper will unnecessarily delay the conduct of public business due either to periodic changes in the circulation date of the designated paper or advertising requirement for public hearings of a board or commission.
- B. Advertisements may be placed in an alternate paper or trade publication in order to recruit the most highly qualified individuals to fill a staff position in the event that such applicants would normally not discover to opening through the designated paper. Should the Department Head, with prior approval of the Manager (or Manager) elect to recruit in such a manner then an advertisement for this position shall also be placed in the designated paper.

POLICY:

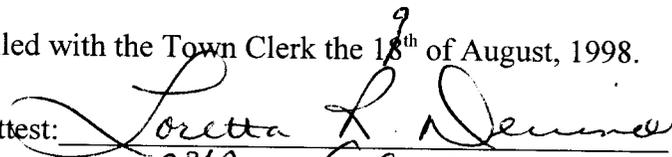
The Milton Select Board, acting in regular session August 17<sup>th</sup>, 1998 voted in favor of the following;

"Voted in favor of Policy 98-05 requiring advertisement in the paper designated by the Board annually accept for limited and certain specified conditions."

Further that this referenced Policy shall be part of the permanent record by attachment of the same to the Minutes of the aforementioned Meeting."

Filed with the Town Clerk the 18<sup>th</sup> of August, 1998.

Attest:

  
A&A Clerk