

# POLICY

## Selectboard Policy: 2008-1- as Amended

To: Milton Selectboard

From: Brian M. Palaia, Town Manager

Re: Selectboard Policy- 2008-1 Regarding Use of Town Roads, Streets, Parks, etc.- as Amended

Date: October 4, 2010

### PURPOSE:

The purpose of this Policy is to update Policy 2008-1 with regard to the regulation and use of Town roads, streets, parks and municipal facilities for other than approved municipal or municipally sponsored uses, for such things as street closures, block parties, concessions and events in the park, etc. This document repeals Policy 97-10 approved by the Selectboard June 16, 1997, 99-03 approved by the Selectboard September 7, 1999, Policy 99-04 approved by the Selectboard 11-1-1999 and Resolution 03-04 accepted by the Selectboard June 21, 2004 and the revision to Selectboard Policy 2008-1 accepted August 4, 2008 and the new amended Policy 2008-1 as amended 2010 becomes effective upon signature of the Selectboard.

Various logistical concerns arise as a result of the use of Town facilities such as crowd control, safety, public works and other issues. Therefore, Town of Milton departments need to be advised of any planned scheduled event and these departments need to provide input regarding these activities as appropriate. Accordingly this can be accomplished by having the requesting party send a request on the appropriate form to the Town Manager's Office on a form created and updated by the Town Manager as he/she feels is appropriate for the purposes stated herein with the requesting party's information routed to the various departments for review and recommendation and returned to the Town Manager for action.

### POLICY:

1. The Selectboard shall give the Town Manager general authority to approve or reject requests for events to take place on Town streets/roads and/or in Town parks.
2. The Town Manager at his/her discretion may seek the approval or input from the Selectboard on individual requests as they arise. It is specifically intended that it is not necessary for each individual proposal to be approved by the Selectboard.
3. Written approval may be given by the Town Manager only under the following general parameters:
  - A. The gatherings shall be purely social in nature and shall not operate in a fashion as to preclude the use of Town roads, streets or parks by pedestrians and emergency vehicles. The gatherings shall be non-commercial and no admission charge shall be requested. If this is the case, an Entertainment Permit may be required.
  - B. Gatherings on public roads or streets shall not be permitted to have "live" music or serve or consume alcohol. If this is the case an Entertainment Permit may be required.
  - C. Gatherings in municipal parks or other Town owned facilities shall not be permitted to serve or consume alcohol.

Approved October 4, 2010

# POLICY

## Selectboard Policy: 2008-1- as amended

To: Milton Selectboard

From: Sanford I. Miller Brian M. Palaia, Town Manager

Re: Selectboard Policy- 2008-1 Regarding Use of Town Roads, Streets, Parks, etc.- as amended

Date: ~~August 4, 2008~~ October 4, 2010

### PURPOSE:

The purpose of this Policy is to update the ~~1997 Policy (97-10)~~ 2008-1 with regarding to the regulation and use of Town roads, streets, parks and municipal facilities for other than approved municipal or municipally sponsored uses, for such things as street closures, block parties, concessions and events ~~concerts~~ in the park, etc. This document repeals Policy 97-10 approved by the Selectboard June 16, 1997, 99-03 approved by the Selectboard September 7, 1999, Policy 99-04 approved by the Selectboard 11-1-1999 and Resolution 03-04 accepted by the Selectboard June 21, 2004 and the revision to Selectboard Policy 2008-1 accepted August 4, 2008 and the new amended Policy 2008-1 as amended 2010 becomes effective upon signature of the Selectboard.

### PROCEDURE:

Various logistical concerns arise as a result of the use of Town facilities such as crowd control, safety, public works and other issues. Therefore, Town of Milton departments need to be advised of any planned scheduled event and these departments need to provide input regarding these activities as appropriate. Accordingly this can be accomplished by:

- ~~H~~having the requesting party send a request ~~or explanatory letter on the appropriate form~~ to the Town Manager's Office ~~or by the completion of an application for use of park/block party application, or both if needed on a form created and updated by~~ ~~the Town Manager may adopt such form(s) as he/she feels is appropriate for the purposes stated herein~~ with
- ~~The~~the requesting party's information ~~would then be routed to the various departments for review and recommendation and returned to the Town Manager for action.~~

### POLICY:

1. The Selectboard shall give the Town Manager general authority to approve or reject requests for events to take place on Town streets/roads and/or in Town parks.
2. The Town Manager at his/her discretion may seek the approval or input from the Selectboard on individual requests as they arise. It is specifically intended that it is not necessary for each individual proposal to be approved by the Selectboard.
3. Written approval may be given by the Town Manager only under the following general parameters:
  - A. The gatherings shall be purely social in nature and shall not operate in a fashion as to preclude the use of Town roads, streets or parks by pedestrians and emergency vehicles.

Approved by the Milton Selectboard, acting in regular session on ~~August 4, 2008~~ October 4, 2010:

Accepted the revisions to Policy 2008-1 as presented by the Town Manager and repeal

Policy 97-10 approved by the Selectboard June 16, 1997,

Policy 99-03 approved by the Selectboard September 7, 1999,

Policy 99-04 approved by the Selectboard November 1, 1999,

Resolution 03 04 accepted by the Selectboard June 21, 2004 and

The revision to Selectboard Policy 2008-1 accepted August 4, 2008.

Milton Selectboard:

Louis Mossey, III, Chair Jeffrey Turner, Chair Darren Adams, Diana Palm, Vice-  
Chair

Todd Shepard, Louis Mossey, III, Clerk Jeffrey Turner James V. Manley

Randall Barrows

Filed with the Town Clerk this day of 2008 2010.

Attest: \_\_\_\_\_

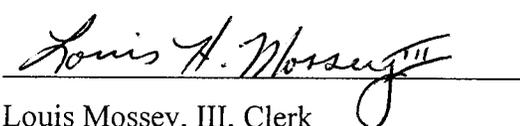
consume alcohol. In addition, the group seeking permission shall provide the name and telephone number of a contact person who may be contacted in the event of an emergency and who shall be considered to be the party responsible for, or in charge of, the event. The group shall make their own arrangements for obtaining and removing barricades as needed on the Town roads or streets. The requesting party shall make their own arrangements for clean-up and provide a security deposit to Public Works or Recreation to insure the same. The amount of security deposit shall be worked out between the group and the Town. Trash pickup shall be privately arranged. In addition, approval will be subject to other restrictions which the Police, Public Works, Fire, Rescue or Recreation departments may impose (with the approval of the Town Manager).

- C. Gatherings in municipal parks or other facilities shall not be permitted to serve or consume alcohol. In addition, the group seeking permission shall provide the name and telephone number of a contact person who may be contacted in the event of an emergency and who shall be considered to be the party responsible for, or in charge of, the event. The group shall make their own arrangements for obtaining and removing barricades as needed on the Town roads or streets. The requesting party shall make their own arrangements for clean-up and provide a security deposit to Public Works or Recreation to insure the same. The amount of security deposit shall be worked out between the group and the Town. Trash pickup shall be privately arranged. In addition, approval will be subject to other restrictions which the Police, Public Works, Fire, Rescue or Recreation departments may impose (with the approval of the Town Manager).
- D. In all cases, the Police Department shall review the proposal for public safety concerns and must sign off on the proposal indicating the Police Department has no objections to the request.

Approved by the Milton Selectboard, acting in regular session on August 4, 2008:

  
Jeffrey Turner, Chair

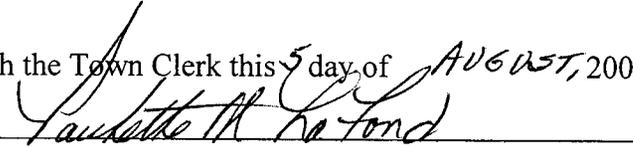
  
Diana Palm, Vice-Chair

  
Louis Mossey, III, Clerk

\_\_\_\_\_  
James V. Manley

\_\_\_\_\_  
Randall Barrows

Filed with the Town Clerk this 5 day of AUGUST, 2008.

Attest:   
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