

POLICY**98-06**

Revised: 4-19-10

To: Milton Selectboard**From:** Sanford I. Miller, Town Manager**Re:** Acceptance of Gifts/Donations by Town of Milton-
Revision to the amendment of July 6, 2005**Date:** April 19, 2010

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 as a municipal entity.

This Policy is intended to cover items given to the municipality as well as items given to employees which have tangible value (gift certificates, cash, gifts of alcohol, etc.). The Selectboard must approve tangible gifts to employees unless the employee donates that tangible item to the Town. If the employee donates the tangible gift to the Town, the gift shall be considered to have been offered to the Town and shall be treated as described below. In the case an employee wishes to keep a gift, the employee shall consider the appearance of accepting such a gift and, in consultation with the Department Head or Town Manager, decides whether or not to accept the gift with the understanding that acceptance requires Selectboard authorization.

For donations to the municipality, the Town Manager is authorized to accept donations or gifts of cash, materials or services up to \$500.00 without Selectboard approval. However, when the value of the gift or donation is between \$100 and \$500 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, certificates, awards, letters of recognition, plaques and/or incidental food items such as cookies, cakes, etc. These items may be accepted by individual Town employees provided they inform the Town Manager of their receipt in a timely manner.

POLICY:

The Milton Select Board, acting in regular session April 19, 2010 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: April 19, 2010
Milton Selectboard

Louis A. Messinger
[Signature]
Dodd Shepard
Randall F. Barrows

Filed with the Town Clerk this ^{20th} ~~21st~~ of April, 2010

Attest: Loretta R. Demino
Asst. Clerk