



Select Board

Meeting Packet

September 9, 2025

TOWN FARM AND GOVERNOR STOUGHTON TRUST DOCUMENTS

Governor Stoughton Trust Documents

- [Governor William Stoughton Will - Transcribed](#)
- [Trustees Complaint Requesting Relief 11-22-2013](#)
- [Answer and Consent of the Attorney General 12-16-2013](#)
- [Joint Motion for Entry of Judgement](#)
- [Probate Court Judgement 2-4-2014](#)

Town Farm Request for Proposals

- [Town Farm Request for Proposals Issued 12-6-2023](#)
- [Town Farm RFP - Addendum 1](#)
- [Town Farm RFP - Addendum 2](#)
- [Town Farm Proposal - Affirmative Investments](#)
- [Town Farm Proposal - Milton Partnership for Community Reinvestment, LLC](#)

Prior Town Farm Related Materials

- [Governor Stoughton Land Trust Committee Final Report](#)
- [Mass. Historical - Milton Poor Farm - Town Farm - Historic Inventory Form](#)



TOWN OF MILTON

2025



Special Town Meeting

Monday, October 27, 2025

Milton High School Auditorium

7:30 p.m.

WARRANT

**INCLUDING THE REPORT OF THE WARRANT COMMITTEE
AND RECOMMENDATIONS ON ARTICLES
as required by Chapter 75, Section 1, of the General Bylaws of Town**

PLEASE BRING THIS REPORT TO TOWN MEETING

DRAFT

October 2025 Special Town Meeting Warrant

Commonwealth of Massachusetts, SS
County of Norfolk

To any of the constables of the Town of Milton in said County:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Milton, qualified to vote in Town affairs, to meet at the Milton High School Auditorium at 25 Gile Road in said Milton on Monday, the twenty-fourth day of February next at 7:30 o'clock in the evening, then and there to act upon the following Articles to wit:

Articles 1-10

And you are directed to warn said inhabitants qualified as aforesaid to meet at the times and places and for the purposes herein mentioned by posting attested copies of the Warrant in each of the Post Offices of said Town fourteen days at least before the twenty-seventh day of October. Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk, on or before the thirteenth day of October 2025.

Given under our hands at Milton this of 9th day of September, 2025.

**Benjamin D. Zoll
Meghan E. Haggerty
Winston A. Daley
Richard G. Wells, Jr.**

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WARRANT ARTICLES AND RECOMMENDATIONS

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1	Amend Fiscal Year 2025 General Government Appropriations (Election and Registration Appropriation)	_____
2	Accept M.G.L. Chapter 40, Section 57 and Amend the General Bylaws	_____
3	Accept M.G.L. Chapter 60, Section 3D	_____
4	Community-wide Greenhouse Gas Emissions Reduction Goals	_____
5	Report and Recommendation of the Master Plan Implementation Committee	_____
6	Amend Chapter 147 of the Acts of 2024 regarding the land transfers for the potential school project	_____
7	[placeholder: General Bylaws Amendment: Alcohol on Town Land]	_____
8	General Bylaws Amendment: Light Trespass	_____
9	Zoning Bylaws Amendment: §275-20 Traffic Impact mitigation	_____
10	Zoning Bylaws Amendment: §275-3.25 Signs	_____
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In compliance with the American with Disabilities Act, this Warrant can be made available in alternative formats. The October 27, 2025, Special Town Meeting, if requested, will be offered by assisted listening devices or an interpreter certified in sign language. Requests for alternative formats should be made as far in advance as possible.

Should you need assistance, please notify the SELECT BOARD at 617-898-4843 or 617-696-5199 TTY.

Smoking and other tobacco use is prohibited in school facilities and outside on the school grounds by MGL Chapter 71, Section 37H, “An Act Establishing the Education Act of 1993.” This law applies to any individual at any time.

Strong fragrances cause significant adverse reactions in some people, such as migraine headaches. Products with strong fragrances include personal care products such as perfume, cologne, fragranced hair products, after shave lotion, scented hand lotion, etc. Attendees at Town Meeting are requested to avoid wearing products with strong fragrances. As an accommodation to persons with such adverse reactions, and to allow safe and free access to the auditorium, the lobby and restroom, attendees at Town Meeting who are wearing products with strong fragrances, or who think they may be wearing products with strong fragrances, are requested to sit away from the sections nearest to the lobby entrance.

MESSAGE FROM THE TOWN MODERATOR

Welcome to the 2025 October Special Town Meeting!

Elizabeth Dillon

Town Moderator

DRAFT

**REPORT OF THE WARRANT COMMITTEE
FOR THE 2025 OCTOBER SPECIAL TOWN MEETING**

DRAFT

ARTICLE 1 To see if the Town will vote to amend the appropriations voted at the 2025 Annual Town Meeting for the twelve-month period beginning July 1, 2025, by increasing the amount appropriated under Article 10 for the Election & Registration Budget by \$60,000 from \$127,674 to \$187,674, as follows:

ELECTION & REGISTRATION	FY2026 Original	Amendment	FY2026 Revised
Salaries & Wages	65,944	42,000	107,944
General Expenses	61,730	18,000	79,730
Total Election & Registration	127,674	60,000	187,674

which sum shall be appropriated from funds certified by the Department of Revenue as free cash; and to act on anything relating thereto.

Draft motion:

RECOMMENDED that the Town vote to amend the following appropriation voted by the 2025 Annual Town Meeting under Article 10 as referenced in the table below for the twelve-month period beginning July 1, 2025:

ELECTION & REGISTRATION	FY2026 Original	Amendment	FY2026 Revised
Salaries & Wages	65,944	42,000	107,944
General Expenses	61,730	18,000	79,730
Total Election & Registration	127,674	60,000	187,674

And that to meet said appropriation the sum of \$60,000 be appropriated from funds certified by the Department of Revenue as free cash.

COMMENT:

Article 2 To see if the Town will vote to accept Massachusetts General Laws Chapter 40, Section 57 and amend the general Bylaws by inserting the following new Chapter ## Denial, Revocation or Suspension of Local Licenses and Permits.

§ ##-1. Authority.

Any Town board, officer or department or other local licensing or permitting authority may deny any application for, or revoke or suspend a building permit, or any local license or permit including renewals and transfers issued by any board, officer, department for any person, corporation or business enterprise, who has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges, including amounts assessed under the provisions of section twenty-one D or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate whose owner has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges.

The Tax Collector shall periodically furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a six-month period, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the Appellate Tax Board.

§ ##-2. Revocation or suspension of license.

The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the licensing authority from the Tax Collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the Tax Collector; provided, however, that written notice is given to the party and the Tax Collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be *prima facie* evidence for denial, revocation or suspension of said license or permit to any party. The Tax Collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or renewed until the license authority receives a certificate issued by the Tax Collector that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges, payable to the Town as the date of issuance of said certificate.

§ ##-3. Payment agreements.

Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the licensing authority to issue a certificate indicating said limitations to the license or permit and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement.

Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be given notice and a hearing as required by applicable provisions of law.

§ ##-4. Waiver.

The Select Board may waive such denial, suspension or revocation if it finds there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of his immediate family, as defined in section one of chapter two hundred and sixty-eight A in the business or activity conducted in or on said property.

§ ##-5. Exceptions.

This Section shall not apply to the following licenses and permits:

- a. open burning, M.G.L. Ch. 48, §13
- b. bicycle permits; M.G.L. Ch. 85, §11A
- c. sales of articles for charitable purposes, M.G.L. Ch. 101, §33
- d. child work permits, M.G.L. Ch. 149, §69
- e. licenses for clubs and associations dispensing food or beverage, M.G.L. Ch. 140, §21E
- f. dog licenses, M.G.L. Ch. 140, §137
- g. fishing, hunting, trapping license, M.G.L. Ch. 131, §12
- h. marriage licenses, M.G.L. Ch. 207, §28 and
- i. theatrical events and public exhibition permits, M.G.L. Ch. 140, §81

And to authorize the Town Clerk to assign or amend chapter and section numbers and titles; and to act on anything relating thereto.

Submitted by the Select Board

RECOMMENDED that the Town vote .

COMMENT:

Article 3 To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 60, Section 3D to establish an aid to elderly and disabled taxation fund and a taxation aid committee to consist of the chair of the board of assessors, the town treasurer, and three residents to be appointed select board; and to act on anything relating thereto.

Submitted by the Select Board

RECOMMENDED that the Town vote .

COMMENT:

DRAFT

Article 4 To see if the Town will vote to Direct the Select Board to adopt community-wide greenhouse gas emissions reduction goals in alignment with the limits set by Massachusetts law, which are currently:

- at least 50% reduction from 1990 levels by the year 2030 (M.G.L. Chapter 21N, Section 4(h))
- at least 75% reduction from 1990 levels by the year 2040 (M.G.L. Chapter 21N, Section 4(h)),
- net-zero carbon emissions by the year 2050 (M.G.L. Chapter 21N, Section 3(b)(vi))

and direct the Select Board to measure progress toward these goals by updating the Town's Greenhouse Gas Emissions Inventory no less once every 5 years;

and authorize the Select Board to direct relevant boards, committees, and departments to proactively pursue fiscally responsible actions, investments, and policies to achieve the goals mentioned above and increase the Town's resilience to the detrimental effects of climate change.

Milton's Climate Action Plan recommends many such policies, in particular that the Town work to achieve Climate Leader Communities certification by the Department of Energy Resources (DOER) and access the associated grant opportunities to fund energy projects. The remaining requirements for Climate Leader Community certification are:

- Commit to eliminating on-site fossil fuel use by the Town by 2050
- Develop a roadmap for decarbonizing municipal operations.
- Adopt a zero-emission-vehicle first policy for new town vehicles when commercially available and practicable.

And to act on anything relating thereto.

Submitted by the Climate Action Planning Committee

RECOMMENDED that the Town vote .

COMMENT:

Article 5 To hear and act upon the report of the Master Plan Implementation Committee; and to see if the Town will vote to establish a standing Master Plan Committee as a successor to the Master Plan Implementation Committee, with a term and charge as follows:

The charge of the Master Plan Committee shall be:

- (1) to monitor the implementation plan within the Town's 2015 Master Plan, or current Master Plan, and to recommend to the Planning Board and the Select Board the actions necessary to implement such plan, including timing, resources, and responsibilities;
- (2) to make recommendations to the Planning Board, Select Board, and Town Meeting regarding updates to the Town's Master Plan; and,
- (3) to make recommendations regarding the scope and key focus areas of future Master Plans,

The committee shall report annually to the Planning Board, Select Board, and Town Meeting.

The membership of the Master Plan Committee shall be comprised of not more than nine (9) members for terms that are renewed annually. One member shall be a member of the Planning Board and one member shall be a member of the Select Board. Other members shall have expertise in planning, architecture, economic development, transportation, landscape architecture, real estate, sustainability, conservation, parks, civil engineering, historic preservation, housing, facilities management, public policy, and diversity, equity and inclusion. Appointing authorities shall also consider equitable geographic/precinct distribution of members.

Members of the Committee shall be appointed as follows:

- Not more than 3 members appointed by the Planning Board
- Not more than 3 members appointed by the Select Board
- Not more than 3 members appointed by the Town Moderator

And to act on anything relating thereto.

Submitted by the Master Plan Implementation Committee

RECOMMENDED that the Town vote .

COMMENT:

Article 6 To see if the Town will vote to authorize the Select Board to petition the General Court to enact legislation for the purpose of amending Chapter 147 of the Acts of 2024, provided that the General Court may reasonably vary the form and substance of the requested legislation within the scope of the general objectives of this petition:

An Act Authorizing the Town of Milton to Use Certain Land Acquired for Conservation Purposes for School Purposes

Section 1: Chapter 147 of the Acts of 2024 is hereby amended in Section 2 by striking out the words “June 30, 2028” and inserting in place thereof the following words: -June 30, 2033.

and to act on anything relating thereto.

Submitted by the School Building Committee

RECOMMENDED that the Town vote .

COMMENT:

DRAFT

ARTICLE 7 To see if the Town will vote to amend Chapter 105 Alcoholic Beverages of the General Bylaws by amending Section 105-1 Consumption on Town property and leased premises as follows:

§ 105-1 Consumption on Town property and leased premises.

A. Drinking, sale or possession of alcoholic beverages, as defined in Chapter 138 of the Massachusetts General Laws (for purposes of this Section 105-1, “Alcoholic Beverages”), while in a building owned by the Town of Milton (for purposes of this Section 105-1, a “Town Building”) or upon land owned by the Town of Milton, is prohibited, except that one-day licenses for the drinking, sale or possession of alcoholic beverages in a Town Building may be authorized by the express advance approval of the Select Board and, in addition, if different from the Select Board, the public body responsible for the care, custody, and control of the subject Town Building, provided that (i) all requirements under Massachusetts General Laws, including M.G.L. c. 138, Section 22A shall be met; (ii) all applicants for such one-day liquor licenses shall obtain amounts of insurance and shall indemnify the Town as determined by the Select Board after consultation with Town counsel and the Town’s insurer; (iii) all alcohol shall be served by bartenders who have completed the Training for Intervention Purposes (TIPS) program, or such similar subsequent program designed to limit the risks of underage drinking and overconsumption; and (iv) the Select Board shall work with the Milton Police Department to reduce potential impacts of such licenses on adjacent neighborhoods.

B. One-day licenses for the drinking, sale or possession of alcoholic beverages on Town land may be authorized by the Select Board, and, in addition, if different from the Select Board, the public body responsible for the care, custody, and control of the subject Town land. One-day licenses on Town land shall be subject to all the requirements in Section 105-1(A) and the following additional requirements:

- (1) One-day licenses shall only be issued to individuals or organizations under contract to utilize an entity possessing a caterer’s license for alcohol sales, pursuant to M.G.L. Chapter 138, Section 12C;
- (2) Age identifying nontransferable wristbands shall be provided to individuals seeking to purchase alcohol beverages
- (3) Applicants shall submit a sketch plan for the use of Town land as part of the application to the Select Board
- (4) The Select Board may, depending on the Town land, require that alcohol sales and consumption take place only in a location to be designated for this purpose on the site plan

For purposes of this Section 105-1, the phrase “Town of Milton” shall include any department, office, public body or other entity of the Town.

The requirements of this Section 105-1 shall exist independent of, and in addition to, any applicable requirements of law relating to Alcoholic Beverages, including without limitation Chapter 138 of the Massachusetts General Laws.

C. Whoever violates any provision of this section shall be fined an amount of \$300 for each offense.

and to authorize the Town Clerk to assign or amend chapter and section numbers; and act on anything relating thereto.

Submitted by the Select Board

RECOMMENDED that the Town vote ____.

DRAFT

Article 8 To see if the Town will vote to amend the General Bylaws by inserting the following new Chapter XX Protection Against Light Trespass

PURPOSE

The purpose of this Chapter XX is to protect a Person from the intentional and unintentional Light Trespass caused by another Person.

DEFINITIONS

“Glare” intense and blinding light emitted by a Luminaire that reduces visibility and creates visual discomfort and/or momentary visual impairment. Discomfort Glare causes a nuisance due to overly bright light sources in the field of view. Disability Glare causes interference in the visual process and impairs the viewer’s vision.

“Illuminance” measured in Lux or footcandles, the total luminous flux incident at a point on a surface.

“Lamp” means the bulb or other light-emitting portion of a Luminaire, not inclusive of any reflective or refractive optics used to direct light.

“Light Trespass” means a condition in which artificial light emitted from a Luminaire on one property is directed in such a manner that the light source or glare is visible from any other property and constitutes a public hazard or a nuisance.

“Lumen” is a unit of measurement that quantifies the total amount of visible light emitted by a light source, with higher lumen values indicating a brighter light.

“Luminaire” means a complete lighting assembly, consisting of a Lamp, housing, optic(s), and other structural elements, but not including any mounting pole or surface.

“Lux (lx)” The SI metric system unit of measure for Illuminance.

“Nuisance” the unreasonable, unwarranted and/or unlawful use of property, which causes inconvenience, disruption of enjoyment, or damage to others, either to individuals and/or to the general public.

“Person” means an individual, a member of a limited liability company, a partnership, or a corporation.

“Public hazard or nuisance” means lighting that, by virtue of its intensity, brightness, area of coverage, position or direction causes to adjacent property or occupants thereof visual discomfort or other physical harm or damage, or a substantial and unreasonable interference with the use and enjoyment of such property.

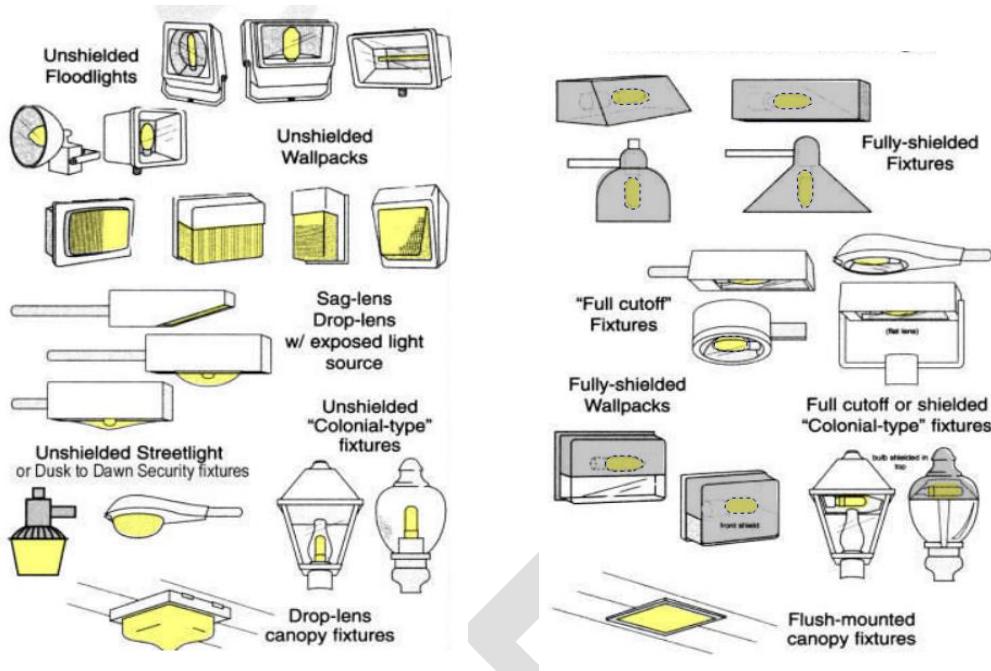
“Town” means the town of Milton, MA.

ENFORCEMENT

The Inspectional Services Department, or its designee, in their sole discretion, shall determine if a Light Trespass constituting a public hazard or nuisance exists.

1. Any complaint about Light Trespass shall be made to the Select Board office in writing with any additional material needed to determine that Light Trespass exists.

2. The Inspectional Services Department, or its designee, shall notify the property owner of its intention to review a complaint regarding Light Trespass at their property within ten (10) business days of receiving the complaint in writing.
3. Within forty-five (45) days of receiving the initial complaint the Inspectional Services Department, or its designee, shall conduct a site visit to review the complaint, observe conditions, take initial illumination measurements, and prepare a written summary of existing conditions.
 - a. During this timeframe the property owner may take steps to rectify the alleged Light Trespass and provide any documentation or response the property owner deems appropriate to prove there is no violation of Light Trespass.
 - b. The Inspectional Services Department, or its designee, shall take into consideration the following conditions, or any other information deemed appropriate to determine the outcome of the Light Trespass complaint:
 - i. Measurement of illumination at property line;
 - ii. Inspect Luminaire(s) in question:
 1. Control: Automatic (sensor, or timeclock) or Manual (switch);
 2. Type: Unshielded or Shielded (See table below);
 3. Direction: Towards into complainant's property boundary;
 - iii. Excessive Glare; and
 - iv. Light Trespass levels must meet the following:
 1. Luminaire light sources shall not be visible from federal, state or Town designated wilderness, natural area, habitat, or reserves, and Light Trespass shall measure no greater than 5 Lux;
 2. Light Trespass onto Waters of the United States shall measure no greater than 5 Lux;
 3. Light Trespass onto Residential Use property shall measure no greater than 10 Lux.
4. A condition determined by the Inspectional Services Department, or its designee, to constitute a public hazard or nuisance shall be in violation of this Bylaw. Persons found in violation shall have thirty (30) days to rectify the violation after which each additional day during which the violation exists shall constitute a separate offense or violation.



UNSHEILEDDED/NON-CUTOFF

SHIELDED/CUTOFF

MEASUREMENT

The Inspectional Services Department, or its designee, shall take illumination measurements with an illuminance meter at five (5) boundary points. At each boundary point a vertical measurement shall be taken at approximately 5'-0" +/- aimed towards the luminaire. The illumination levels in lux shall be recorded. These shall represent the initial illumination (Ill_{init}) measurements.

The luminaire(s) in question should be turned off and the same five (5) boundary point measurements should be repeated. These measurements shall represent the corrected illumination (Ill_{corr}) measurements.

At each of the measured point, the differential ($Ill_{init} - Ill_{corr}$) shall be calculated to confirm the contributed illumination from the luminaire(s).

EXEMPTIONS

The following are exempt from compliance with all provisions of this Bylaw, except as noted:

1. Temporary emergency lighting needed by the Police, Fire, and Public Works departments; Water District personnel; or other law-enforcement and emergency services, as well as all vehicle-mounted luminaires.
2. Lighting employed during repairs of roads, utilities, and similar infrastructure, including unshielded lighting, provided that such lighting is deployed, positioned, and aimed such that to the extent possible the resulting glare and light trespass do not extend beyond the work area.
3. Any form of lighting whose use is mandated or otherwise governed by any legal jurisdiction with broader authority than that of the Town.
4. Temporary lighting for events sponsored by the Town or for which a license or other approval has been issued, such as concerts, fairs, and festivals.
5. A motion-activated luminaire that causes a nuisance but otherwise complies with this Bylaw.

6. Luminaires used to illuminate athletic fields or recreational facilities. Further, luminaires used to illuminate athletic fields, or recreational facilities must be turned off within one (1) hour after the end of play or by 10 p.m., whichever occurs sooner.
7. Seasonal Lighting where outdoor or site lighting that is portable, temporary, decorative, and used in connection with holidays and traditions. This includes but is not limited to string lighting, icicle lighting, and lighted inflatables, none of which are intended for general illumination.
8. Any pole-mounted flag illuminated at night, these luminaires shall be installed and oriented so that their light output points directly toward the flag(s) and incorporates optics to create the narrowest possible beam.
9. Outdoor accent lighting of landscaping, monuments, plaques, and similar installations are exempted from this Bylaw but shall be focused directly at the target so that the luminaire does not create a nuisance. Such lighting shall be designed and installed so that the luminaire points downward toward the target where possible, and emits no more light than is necessary for the task.

RELIEF

The Town shall have the right to bring a civil action to enforce the provisions of this Bylaw and to seek remedies as allowed by law, including, but not limited to injunctive relief, monetary damages; or other relief as directed by a court with jurisdiction over the matter.

PENALTY

Persons found in violation shall have thirty (30) days to rectify the violation after which each additional day during which the violation exists shall constitute a separate offense or violation.

For violations of this Bylaw, assessing fines of three hundred dollars (\$300) for each violation. Each day such violation continues shall constitute a separate offense. Said money shall incur to the Town for such uses as the Select Board or Town Administrator may direct. Fines shall be recovered by indictment or on complaint before the District Court or by noncriminal disposition in accordance with Massachusetts General Law Chapter 40 S. 21D MGL c. 40 S. 21D.

The Select Board or its designee shall be the “enforcing person” for purposes of MGL c. 40S. 21D.

And to authorize the Town Clerk to assign or amend chapter and section numbers; and to act on anything relating thereto.

Submitted by the Select Board

RECOMMENDED that the Town vote _____.

COMMENT: _____

Article 9 To see if the Town will vote to amend Chapter 275 of the General Bylaws, known as the Zoning Bylaws, by amending §275-20 Traffic Impact Mitigation as follows:

1. In the first paragraph of § 275-20.1, first line, reword the first clause to read: “In a Planned Unit Development District, an Overlay District or a Residence District where a special permit is required, or in a Business District or Overlay District where site plan approval is required, in either event for the construction or alteration of a structure...”;
2. Insert “, or the site plan approval granting authority, as applicable,” after “SPGA” wherever it appears;
3. Replace the word “inhabitants” with “residents” in § 275-20.2;
4. Strike “and in any case, the LOS shall never be below a “C” for Scenic Roads or a “D” for all other new or existing intersections” in paragraph A in § 275-20.3;
5. Strike “for the applicable Planned Unit Development or Overlay District” in the first paragraph of § 275-20.4;
6. Replace “as compliance” with “together” in the first paragraph of § 275-20.4;
7. Insert “or site plan approval” after “Special Permit” wherever it appears;
8. Replace “effected” with “affected,” “on site” with “onsite” and “off site” with “off-site” in paragraph A(5) in § 275-20.4;
9. Insert “SPGA or the site plan approval granting authority, as applicable” in place of “Planning Board” wherever it appears; and
10. Strike “and specified as conditions in the special permit” at the end of paragraph B in § 275-20.6

As amended, §275-20 shall read:

§ 275-20.1. [Findings.]

In a Planned Unit Development District, or in an Overlay District or a Residence District where a special permit is required, or in a Business District where site plan approval is required, in either event, for the construction or alteration of a principal use structure that will result in the increase in gross floor area by more than 10% of existing floor area or that will require the addition of 10 or more parking spaces to a property or that will result upon full completion in 7,500 square feet or more of gross floor area, the Special Permit Granting Authority ("SPGA") or the site plan approval granting authority, as applicable, may require mitigation measures and/or a monetary contribution from applicants to mitigate or offset a development's transportation impacts.

§ 275-20.2. Purpose.

The purpose of Traffic Impact Mitigation ("TIM") is to protect the health, safety and general welfare of the inhabitants residents, businesses, and other establishments of the Town of Milton.

§ 275-20.3. Development Traffic Impact Standards.

Standards by which a project subject to TIM shall be evaluated relative to its impact upon Milton's traffic infrastructure shall include:

- A. Level of Service ("LOS") of all intersections and roads shall be adequate following project development and shall be determined according to criteria set forth by the Transportation Research Board ("TRB") of the National Research Council. LOS shall be determined inadequate if a development reduces the LOS more than one level below the existing grade prior to the development, ~~and in any case, the LOS shall never be below a "C" for Seenie Roads or a "D" for all other new or existing intersections.~~
- B. An Impacted Intersection shall be any intersection or intersections projected to receive at least 60 additional vehicle trips during peak hour traffic over the no-build condition or intersections projected to receive an additional 5% of anticipated daily or peak hour traffic over the no-build condition due to the contribution of traffic by the proposed development.

§ 275-20.4. Determination of Traffic Impact.

An application for a special permit or site plan approval for a project subject to TIM shall include ~~as compliance together with all other special permit application or site plan approval application submission requirements, for the applicable Planned Unit Development or Overlay District~~ a Traffic Impact Statement, which shall be prepared by a qualified MA Registered Professional Engineer specializing in traffic that shall include the following:

- A. A Traffic Impact Assessment documenting existing traffic conditions in the vicinity of the proposed project, accurately describing the volume and effect of the projected traffic generated by the proposed project, and identifying measures necessary and sufficient to mitigate any adverse impacts on existing traffic conditions.
 - (1) Determination of Scope: prior to preparing the Traffic Impact Assessment, the Applicant's Professional Engineer shall meet with the Town Engineer, to review the proposed scope of the Traffic Impact Assessment, including the identification of the "project impact area," to be studied, which shall include all impacted intersections and streets likely to be significantly affected by the proposed project, as defined above. The Town Engineer shall provide a written statement to the SPGA or the site plan approval granting authority, as regarding applicable, regarding his/her concurrence or disagreement with the proposed scope, and the reasons for his/her opinion, which shall be provided to the Applicant and included with the Traffic Impact Assessment.
 - (2) Existing Traffic Conditions: the Traffic Impact Assessment shall measure and assess average and daily peak hour volumes, average and peak speeds, sight distances, accident data, and levels of service (LOS) of all intersections and streets within the project impact area. Generally, such data shall be no more than 12 months old at the date of the application, unless other data are specifically approved by SPGA or the site plan approval granting authority, as with applicable, with the recommendations of the Town Engineer.
 - (3) Projected Traffic Conditions: the Traffic Impact Assessment shall include projected traffic conditions for the design year of occupancy, including statement of the design year of occupancy, estimated background traffic growth on an annual average basis, and

impacts of other proposed developments that have been approved in whole or in part by the Town which will affect future traffic conditions. If a proposed principal use is not listed in the criteria established by the TRB, the SPGA or the site plan approval granting authority, as applicable, may approve the use of trip generation rates for another use listed that is similar in terms of traffic generation to the proposed use. If no use is similar, a traffic generation estimate, along with the methodology used, prepared by a registered professional traffic engineer, shall be submitted and approved by the SPGA or the site plan approval granting authority, as applicable.

- (4) Projected Impact of Proposed Development: the Traffic Impact Assessment shall include the projected peak hour and daily traffic generated by the development on the roads and ways in the project impact area, sight lines at the intersections of the proposed driveways and streets, existing and proposed traffic controls in the vicinity of the proposed development, and projected post-development traffic volumes and levels of service of intersections and roads likely to be affected by the proposed development.
- (5) Traffic Mitigation Measures: the Traffic Impact Assessment shall propose specific measures to be undertaken by the Applicant in order to mitigate the impacts of the proposed development and to ensure that current traffic conditions and LOS are not adversely affected by the project. Also, the Traffic Impact Assessment shall consider both on-site and off-site mitigation measures, to include but are not limited to new traffic control signals, increase in right of way capacity via widening roads, or other right of way or intersection improvements. The proposed mitigation measures, if approved by the SPGA, or the site plan approval granting authority, as applicable, shall become conditions of the special permit or site plan approval.

B. The SPGA or the site plan approval granting authority, as applicable, shall have the option to require a peer review of the Traffic Impact Statement by a Registered Professional Traffic Engineer of its choosing at the Applicant's expense.

§ 275-20.5. Establishment of TDM Goals and Requirements:

The SPGA or the site plan approval granting authority, as applicable, Planning Board shall have the discretion to strongly encourage at least one or more Transportation Demand Management (TDM) programs to reduce peak hour volumes, as listed below:

- A. Provide staggered work hours (one hour increments) for at least 10% of the non-management work force.
- B. Provide preferential parking locations for all employees arriving in a car pool comprised of at least two licensed drivers.
- C. Provide a cash incentive for all car pools of two or more licensed drivers. Said incentive shall be at least 40 dollars per month per car pool.
- D. Provide a shuttle or van service to and from public transportation terminals. Said service must have the capacity to accommodate at least 10% of the employees on the largest shift.
- E. Provide a work at home option for at least one day per week for at least 10% of the total work force.

- F. Provide subsidized public transportation passes of at least 20% of the monthly pass cost.
- G. Provide secure and safe bicycle parking and storage.
- H. Provide showers and lockers for bicyclists.
- I. Provide a public bicycle sharing program
- J. Provide connectivity between adjacent bike storage sites and bike pathways.
- K. Provide a fully connected sidewalk network.
- L. Provide bicycle lanes.
- M. Provide other programs designed by the applicant and approved by the SPGA or the site plan approval granting authority, as applicable, Planning Board in lieu of or in addition to those listed above.

§ 275-20.6. Mitigation Payments.

- A. In lieu of or in addition to the Applicant performing all or part of the mitigation measures which have been made a condition of the special permit or site plan approval, the SPGA or the site plan approval granting authority, as applicable, may require the Applicant to make a contribution into a Traffic Safety and Infrastructure Revolving Fund (the "Fund") of an amount at its discretion equal to a maximum of:
 - (1) \$300 per parking space for any commercial, manufacturing, or retail use.
 - (2) \$300 per loading dock for any distribution or warehouse facility.
 - (3) \$450 per residential unit.
- B. The Fund shall be held separate and apart from other moneys by the Town Treasurer. Any money in said Fund shall be expended only by majority vote of the Planning Board and Select Board and in accordance with the provisions of the Fund and the Requirements for Monetary Contributions specified herein. The Fund may be used for the implementation of a Complete Streets program, traffic calming measures, maintenance and improving of traffic regulation and control, road improvements (including widening), traffic control signals, street lighting, pedestrian and bike improvements, sidewalks and other public improvements related to traffic safety. The cost of land takings necessary to accomplish any of the purposes listed herein shall be considered a proper purpose for the expenditure of money from this Fund. No money in this Fund shall be used for any purpose not included or directly related to the purposes listed above. Further, money paid by a specific applicant for a special permit or site plan approval under this section shall only be spent on mitigation measures related to said development and specified as conditions in the special permit.
- C. Per written request of the Applicant, the SPGA or the site plan approval granting authority, as applicable, may allow the Applicant to directly implement a portion of the proposed mitigation measures identified in the Traffic Impact Assessment, and which have been made conditions of the special permit or site plan approval. The costs of those measures, itemized by cost category, as certified by the Town Engineer and approved by the SPGA, or the site plan approval granting authority, as applicable, shall be credited to the Applicant's payment to said Traffic Safety and Infrastructure Fund, and said payment shall be reduced by the certified amount.

D. Funds: Potential uses of funds: Funds may only be used if the expenditure directly relates to the impact created by the development to which it applies. Funds may not be used to pay for existing deficiencies unless the deficiencies are increased by the new development.

Requirements for Monetary Contributions: The SPGA or the site plan approval granting authority, as applicable, must:

- (1) Establish a clear and proximate link between the impact of a development on the transportation network and how the mitigation funding will be used to remedy that impact;
- (2) Establish a clear and well-defined process to monitor progress and compliance towards established goals.
- (3) Specify a timeframe for the use of mitigation revenue and determine a process to return unspent sums of money outside of the established time frame.
- (4) Hold the revenue in a specifically identified account that is monitored and reported on.
- (5) Ensure a clear transfer of responsibility in the event of a change of ownership.

§ 275-20.7. Completion of Mitigation Measures.

A. No building permit shall be issued to an Applicant for a Special Permit or a site plan approval under this section until surety has been established in a sum sufficient to ensure completion of mitigation measures required by the SPGA or the site plan approval granting authority, as applicable, in the form of a 100% performance bond, irrevocable letter of credit, or escrow agreement. The sum of said surety shall be established by the SPGA, or the site plan approval granting authority, as applicable, with input from the Town Engineer, and be approved as to proper form and content by the Town's Treasurer.

B. No occupancy permit, permanent or temporary, shall be issued to an Applicant for a Special Permit or a site plan approval under this section until all required mitigation measures described in the Traffic Impact Statement and specified as conditions in the Special Permit or site plan approval have met the following conditions:

- (1) All required Mitigation Payments are received by the Town Treasurer.
- (2) All mitigation measures have been certified by the Town Engineer as complete and all public improvements have been accepted by the Town of Milton or the Commonwealth of Massachusetts, whichever is applicable;
- (3) All design, construction, inspection, testing, bonding and acceptance procedures have been followed and completed in strict compliance with all applicable public standards and have been certified by the Town Engineer.

C. If the Applicant fails to complete any required mitigation, the Town shall be authorized to complete such measures with the surety payments and with the Mitigation Payments to the extent required. Any expenditure by the Town of Mitigation Payments associated with correcting applicant's deficiencies shall be refunded to the Town by the Applicant prior to issuance of an occupancy permit, permanent or temporary.

And to authorize the Town Clerk to assign or amend chapter and section numbers and titles; and to act on anything relating thereto.

Submitted by the Planning Board

DRAFT

Article 10 To see if the Town will vote to amend Chapter 275 of the General Bylaws, known as the Zoning Bylaws, as follows:

(I) Article I Definitions is hereby amended by adding the following definitions:

Awning – Any device, fixed or retractable, of any material, which extends over or otherwise covers a sidewalk, courtyard, walkway, eating area, driveway, or other area or space whether that area or space is intended for pedestrians, vehicles or other purposes. Also known as a “canopy.”

Beacon – Any light with one or more beams directed into the atmosphere or directed at one or more points not on the same lot as the light source; also, any light with one or more beams that rotate or move.

Business Establishment – Any non-residential use, whether or not consisting of one (1) or more buildings. In a building with more than one (1) non-residential tenant, each tenant shall constitute a separate business establishment.

Changeable Copy – Any lights, lettering, or images that may be electronically or manually changed to form a sign message or messages.

Commercial Message – Any sign wording, logo, or other representation that, directly or indirectly, names, advertises, or calls attention to a business, product, service, or other commercial activity.

Façade of the Business Establishment - That portion of the building wall facing a street or containing a public entrance, which corresponds to the height and width of the interior space rented or owned by the tenant of the business establishment.

Flag – Any fabric or bunting containing colors, patterns, or symbols used as a symbol of a government or other entity or organization.

Normal Grade – The lower of 1) existing grade prior to construction or 2) the newly established grade after construction, exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign.

Sign Permit – A permit issued by the Building Commissioner allowing a sign to be installed on a piece of property.

Sign – Any object, device, display or structure, or part thereof, which is placed outdoors or which is visible from the outdoors, which is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including words, letters, figures, design, symbols, fixtures, colors, illumination or projected images. "Sign" shall include, without limiting the generality of the foregoing, billboards, pennants, ribbons,

streamers, moving devices, strings of lights, awnings, marquees, canopies, vending machines, and similar devices. "Sign" shall not include national or state flags, athletic scoreboards, official announcements or signs of U.S., Massachusetts or Town government (including any signs on Town property or the Town right-of-way) approved by the Board of Select Board, or temporary holiday decorations customarily associated with any national, local or religious holiday.

Sign, Abandoned – Any sign associated with a use which has ceased operations for sixty (60) or more days and/or contains or exhibits broken panels, visible rust, visible rot, damaged support structures, or missing letters or which is otherwise dilapidated, unsightly, or unkempt.

Sign, Accessory – Any sign that, with respect to the premises on which it is erected, advertises or indicates one or more of the following: the person occupying the premises, the business transacted on the premises, and directional or parking instructions, or the sale or letting of the premises or any part thereof.

Sign, Address – A sign indicating the numerical location, or numerical and street location, of a particular property.

Sign, Animated – Any sign, or part of a sign, that uses any movement or change of lighting or color to depict action or create a special effect or scene.

Sign Area, Area of a Sign, Signage – The entire area within a single continuous perimeter, and a single plane, composed of a square, circle or rectangle which encloses the extreme limits of the advertising message or announcement or wording together with any frame, background, trim or other integral part of the display excluding the necessary supports or uprights on which such sign is placed. Sign area of a standing or pole sign is the entire area of one side of such sign such that two faces which are back to back are counted only once for the purposes of standing or pole sign area.

Sign, Audible – Any sign which emits a sound which is audible or emits a signal which can be converted into audible sounds, whether by radio or other means.

Sign, Awning – Any sign that is a part of, attached to, or displayed on an awning, canopy or other fabric, plastic or structural protective cover over a door, entrance, window, or outdoor service area.

Sign, Banner – A sign placed above or across a public or private street or way with the prior written permission of the Board of Select Board; the Select Board shall determine the terms and conditions for the use of such sign, including, but not limited to, dimensional and length of time of allowances. Neither flags nor awning signs are considered banners.

Sign, Bracket – A sign mounted perpendicular to the building by means of a bracket, the design of which is meant to be decorative and integral to the sign's design, below which hangs the sign in a manner to withstand public or property damage from wind.

Sign, Building – Any sign attached to any part of a building, as contrasted to a ground sign.

Sign, Directional – Any sign limited solely to directing both vehicular and pedestrian traffic within or setting out restrictions on the use of parking areas.

Sign, Directory – A sign which may be utilized by multiple business establishments occupying a single building with a shared public entrance.

Sign, Externally Illuminated – A sign illuminated by an external light source directed solely toward such sign.

Sign, Facing or Face – The surface of a sign board, background area, and structural trim upon, against, or through which a message is displayed or illustrated on the sign.

Sign, Flashing – A sign, the illumination of which is not kept constant in intensity at all times when in use or which exhibits marked changes in lighting effects.

Sign, Freestanding – A sign not a part of or attached to any building but generally located elsewhere on a lot.

Sign, Ghost – An advertisement that was installed prior to 1960. Such “ghost sign” shall be allowed by Special Permit from the Select Board to remain, to be stabilized or restored to the original condition when such sign is considered an important reflection of the everyday social and economic life of years past. Such signs shall not count toward the allowable square footage or allowable number of signs of a business or parcel of land.

Sign, Ground – Any sign, supported by structures or supports that are placed on or anchored in the ground, independent from any building or other structure.

Sign, Internally Illuminated – A sign illuminated by an internal light source, utilizing translucent panels, canvas or other fabric, letters, devices or other similar components to create an image by allowing light to pass through. A “Reverse Lit” sign is not an internally illuminated sign.

Sign, Moving – Any and every sign any part of which moves, is designed to move, or to be moved, by any means.

Sign, Multi-faced – Any sign consisting of more than one (1) sign face.

Sign, Non-Accessory Sign – A billboard, sign, or other advertising device which does not come within the other definitions of sign in this Section.

Sign, Non-Conforming – Any sign legally erected prior to the adoption of this section, or any amendment thereof, which does not conform to the requirements of this section or such future amendments.

Sign, Open-Face – A type of sign and/or sign illumination utilizing an open or clear plastic sign face, allowing the light source to be visible.

Sign, Permanent – Any sign of a type and construction as not to be easily or readily removed, which, when installed, is intended for permanent use. Types of permanent signs include, but are not limited to, standing signs, wall signs, awning signs, and window signs.

Sign, Pennant – Any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in a series, designed to move in the wind. Also known and referred to as a streamer.

Sign, Portable – A free-standing sign not permanently affixed, anchored, or secured to the ground or structure on the lot it occupies, including trailered signs but excluding signs affixed to or painted on a vehicle, unless the primary function of that vehicle is as a sign and not for the transport of goods or merchandise.

Sign, Projecting – A type of wall sign which is perpendicular to the wall to which it is attached and projects away from such wall.

Sign, Reverse-Lit – A type of sign and/or sign illumination using an opaque face and sides, generally constructed of aluminum, and a clear polycarbonate back or no back. Light does not pass through the face of the sign, but rather comes out of the back of the sign and is cast off the wall behind the sign, thereby creating a silhouette of the outline of the sign face. Also known and referred to as “Reverse Back Lit”, “Halo”, or “Halo Lit” sign or sign illumination.

Sign, Roof – Any sign erected and constructed above, or projecting above, the lowest point of the eave or the top of a parapet wall of any building, or which is painted or otherwise attached or affixed to a roof.

Sign, Standard Informational – A sign with no one side consisting of an area greater than six (6) square feet, with a sign face made for short term use, containing no reflecting elements, flags, or projections and which, when erect, stands at a height not greater than six (6) feet. Sandwich board signs shall be considered to be a type of standard informational sign.

Sign, Standing – A permanent sign erected on or affixed to the ground and not attached to a building. The sign shall not exceed fifteen (15) feet in height with eight (8) feet of clearance under the sign area and erected upon supporting devices or stands.

Sign, Temporary – Any and every sign which by its design and/or use is temporary in nature and/or is not permanently mounted. Neither flags nor awning signs are considered temporary signs.

Sign, Wall – A permanent building sign not considered to be a roof sign, window sign, temporary sign, temporary window sign, or directory, attached to or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building. Wall signs may be mounted parallel or perpendicular to a wall, subject to the requirements herein.

Sign, Primary Wall – A sign on the building face fronting on a street or parking lot frontage.

Sign, Secondary Wall – A sign located on any building face fronting on a street or parking lot frontage other than that of the primary wall sign. The cumulative area of all secondary wall signs shall not exceed fifty (50) percent of the maximum possible area of the primary wall sign.

Signs, Window – Any sign attached, painted or otherwise similarly affixed directly to the glass surface of a window or door, either inside or outside the building, and/or any illuminated sign installed inside the building within one (1) foot of the glass surface of a window or door, and designed to be visible from the exterior of the structure.

(2) Strike Section 275-3.2(C) Signs and Billboards and Section 275-3.3(D) Signs Permitted in the Business District and insert the following new section:

Section 275-3.25 Signs.

1. Intent and Purpose

a. Intent

i. It is recognized that signs perform important functions in the community which are essential for the public safety and general welfare, such as communicating messages, providing information about goods and services available, and providing orientation. It is further recognized that because of their potential detrimental impact to the visual and perceptual environment, signs must be regulated in order to:

- Prevent hazards to vehicular and pedestrian traffic.
- Prevent conditions which have a blighting influence and contribute to declining property values.
- Provide for easy recognition and legibility of all permitted signs and other uses in the immediate vicinity.
- Preserve the amenities and visual quality of the town and curb the deterioration of the community environment.

- Support business vitality by avoiding burdensome procedures and restrictions.
- ii. It is the intent of this article to protect property values, create a more attractive business climate, enhance and protect the physical appearance of the community, and encourage the appropriate use of land.

b. Pertinence to Other Laws

All signs shall be subject to any and all other applicable by-laws and regulations of the Town of Milton and the Commonwealth of Massachusetts. Nothing in this by-law is intended to limit the exercise of the right of free speech guaranteed under the Constitutions of the United States of the Commonwealth of Massachusetts.

c. Interpretation and Conflict Clause

These regulations are not intended to interfere with, abrogate, or annul any other bylaw, regulation, statute, or other provision of law. Where any provision of these regulations imposes restrictions different from those imposed by any other regulations, bylaw, or other provision of law, whichever provisions are more restrictive or impose higher standards shall apply.

d. Severability Clause

The invalidity of any section or provision of this bylaw or its application to any sign, shall not invalidate any other section or provision, or application of this bylaw.

2. Powers and Duties of Personnel

The Building Commissioner is hereby authorized and directed to interpret, administer and enforce this Section.

3. Applicability

The standards and regulations of this Section shall apply to all signs, erected, maintained, or replaced in any district within the corporate limits of the Town of Milton. All signs shall comply with the regulations for the erection and construction of signs contained in the Building Code of the Commonwealth of Massachusetts and other applicable bylaws of the Town of Milton.

4. Existing Signs

a. Existing Signs

Existing Signs are defined as those erected before October 27, 2025, and are classified into one of five separate categories. These are:

- i. Conforming signs which comply with all provisions of this bylaw in its most recently amended form.
- ii. Prohibited signs, as specified in [Subsection 8b](#)
- iii. Pre-existing non-conforming signs, which do not comply with one or more provisions of this bylaw, in its form prior to the October 2025 Town Meeting, but which are not described as prohibited signs in Subsection 8.
- iv. Non-conforming signs, which fully complied with this bylaw prior to the amendments approved by the October 2025 Town Meeting.
- v. Exempt signs, as specified in Subsection 8a.

b. Removal of Existing Signs

Non-conforming signs which are enlarged, reworded, redesigned, replaced, or altered in any way including repainting in a different color or relettering, shall comply immediately with all provisions of this bylaw; and provided further that any such sign which has deteriorated to such an extent that the cost of restoration would exceed thirty-five (35) percent of the replacement value of the sign at the time of replacement shall not be repaired or rebuilt except to conform to the requirements of this bylaw.

c. Removal of Non-Approved Signs

The Building Commissioner shall order the removal of any non-approved signs erected or maintained in violation of this bylaw. Twenty one (21) days notice in writing shall be given to the owner of such sign, or of the building, structure, or premises on which such sign is located, to remove the sign or to bring it into compliance with the bylaw. Applicant shall have the opportunity to apply for sign review.

d. Abandonment of or Failure to Maintain Sign

Any sign which shall have been abandoned or which shall not have been repaired or properly maintained within one hundred twenty (120) days after notice in writing to that effect has been given by the Building Commissioner must be brought into compliance with this bylaw.

5. Sign Permits

a. Sign Permit Required

All persons desiring to erect, install, place, construct, alter, move or maintain a sign shall apply to the Building Commissioner for a permit. Exempt signs are excluded from this requirement.

b. Application Submittal and Content

The applicant must submit to the Building Commissioner a completed sign permit application, furnished by the Department of Inspectional Services, together with all supporting materials. The submittal of the following information, material, and fees shall constitute a complete application:

- i. The type and purpose of the sign(s) as defined in Section I. Definitions of the Town of Milton Zoning Bylaws (i.e. Wall Sign, Window Sign, etc.).
- ii. Dimensions and area of the sign(s), including letter height and aggregate sign area if more than one (1) sign and/or sign face.
- iii. Material(s) and colors of the sign(s).
- iv. Type of illumination.
- v. Number, type, and area of existing signs, if applicable.
- vi. Height of sign.
- vii. The zoning district in which the subject property is located.
- viii. The name, address, telephone number, email address, and signature of the business owner.
- ix. The name, address, telephone number, email address, and signature of the owner of the property upon which the sign is to be located. The owner's agent may sign if an authorization letter from the property owner is submitted.
- x. The name, address, telephone number, and email address of the contractor.

The following attachments, and necessary copies as required by the Building Commissioner, shall be submitted:

- i. For standing signs, a location plan or survey showing the property upon which the subject sign is to be located, the proposed location of the subject sign on the property the distance of the proposed sign from the subject property's boundaries, and all existing structures or buildings on the subject property. Such plan shall be to a legible engineer's scale.

- ii. For all signs, dimensioned drawings of the sign including lettering, borders, proposed color scheme, height, and other design elements. Such drawings shall be to a legible architect's scale.
- iii. For wall, awning, and window signs, a dimensioned drawing or photograph of the façade indicating the placement of the signs, area of the façade of the business establishment, and height of the sign. Such drawings shall be to a legible architect's scale.
- iv. Color photographs of the property and renderings to scale for new constructions including all buildings and the proposed sign location, as well as visualization of 3D rendering of the sign on the building.
- v. For all signs, a copy of a letter from the Chairman of the Sign Review Committee indicating the recommendation of the Sign Review Committee or, for signs requiring a Special Permit, a copy of a letter from the ZBA indicating the approval of the Special Permit.
- vi. Appropriate fees, as set from time to time by the Building Commissioner, shall be paid.

c. Processing Time; Permit Issuance

The Town shall process Sign Permit applications within ninety (90) days of the receipt of a complete and accurate application by the Building Commissioner, including remittance of the appropriate fee. No Sign Permit shall be issued by the Building Commissioner sooner than sixty (60) days unless the advisory review of the Sign Review Committee has been received. If the Advisory recommendation of the Sign Review Committee is not received within sixty (60) days the Building Commissioner shall act on the Sign Permit, unless there is a continuance from the Sign Review Committee.

d. Application Rejection

The Building Commissioner shall reject any application that is incomplete, that contains false material statements or omissions, or that is for a sign which would violate any standard within this Section within thirty (30) business days of receipt of said application.

e. Resubmission

A rejected application later resubmitted in conformity with this Section shall be deemed to have been submitted on the date of resubmission instead of the original submission

date. An application which is resubmitted shall meet all the standards for an original application.

f. Permit Revocation

Should it be determined that a Sign Permit was issued in error and/or pursuant to an application containing a false material statement or omission, or for a sign not meeting the standards of this Section, the Building Commissioner shall revoke said permit and the subject sign shall be immediately removed.

g. Expiration Date

A Sign Permit shall become null and void if the sign for which the permit was issued has not be installed and completed within six (6) months after the date of issuance; provided, however, that where an applicant can demonstrate that a commercial entity was timely engaged to construct the permitted sign, but the fabrication has not yet been completed, one (1) ninety (90) day extension may be granted by the Building Commissioner. No refunds shall be made for a permit after the permit is issued. If later an individual desires to erect a sign at the same location, a new application for the sign must be processed and another fee paid in accordance with the fee schedule applicable at such time.

h. Penalties

Any sign owner or owner of property on which a sign is located who violates or permits a violation of this bylaw, shall be subject to fines as established by the Select Board, said fine to being after the later of (1) the state of issuance of any written notice given by the Building Commissioner or (2) the date of conclusion of any appeal therefrom. Each day the violation persists shall constitute a separate offence.

6. Design Review

a. Design Review Required

- i. All signs requiring a Sign Permit or Special Permit under the provisions of this Section shall require the review of the Sign Review Committee

b. Sign Review Committee

The Sign Review Committee shall be appointed by the Select Board on an annual basis. The Committee will have five members, one of whom is the Director of Planning and Community Development and the others of whom are residents of or owners of

businesses within the Town of Milton. At least one member shall be an architect, urban designer, or planner. The members shall choose a chairman annually. The Committee shall act as an advisory board according to the requirements of this Section.

c. Process

- i. Following the receipt by the Building Commissioner of a complete application, the Building Commissioner shall review and approve that the proposed sign meets the dimensional and square footage criteria of the Total Sign Area. This information shall be included with the application to the sign review committee for review. The Building Commissioner will forward the appropriate number of copies of the application and all supporting materials to the Sign Review Committee for review. The application will include all information and documents defined in Section 5, with the exception of the letters from the Sign Review Committee and/or the ZBA.
- ii. The application shall be scheduled for review by the Sign Review Committee at the next meeting of the Committee not less than thirty (30) days after the receipt of the application by the Chairman.
- iii. The Sign Review Committee shall render an advisory recommendation regarding the design of the sign within thirty (30) days of the Chairman's receipt of the complete application.
- iv. Failure of the Sign Review Committee to make a recommendation within ninety (90) days from the date of the submission of application materials to the Planning Department shall be deemed to constitute a recommendation for approval.
- v. The Planning Department shall forward such recommendation in writing to the applicant and the Building Commissioner, to be either hand-delivered or mailed.

d. Criteria for Review

The Sign Review Committee's review and advisory recommendation of proposed signs shall be based on the following:

- i. Those Criteria contained in this Section.

- ii. The Sign Guidelines Handbook to be updated from-time-to-time by the Planning Department in consultation with the Planning Board and the Sign Review Committee.
- iii. Consideration of how the proposed sign(s) relates to:
 - Criteria for design guidelines within the district provided... Requirements contained within design guidelines at locations for which they exist... Design guidelines for those signs located in overlay districts for which there exists design guidelines
 - The context of the building façade.
 - Buildings in the immediate vicinity of the sign.
 - The basic pattern of the street front to which the sign is oriented.
 - The size, brightness, style, height and colors of other permanent structures and elements in the immediate vicinity.
 - Consideration of whether the proposed sign(s) is
 - Sized and located so as to avoid obscuring existing architectural features such as columns, sill lines, roof eaves, and cornices.
 - Comprised of materials and colors that reflect the character of the building to which it is attached or associated with.
 - Displaying graphics, symbols, logos, and/or letters which are legible and visible to both vehicle operators and pedestrians, are of a size that is proportional to the sign and the building to which it is attached or associated with, does not create a sign with a cluttered appearance. Such graphics, symbols, logos, and/or letters on secondary signs should be proportionally smaller than those on a primary sign.

e. Recommendation

The Sign Review Committee's advisory recommendation shall take one of the following forms:

- i. Approval – The Sign Review Committee shall recommend the approval of proposed signs that meet the Criteria for Review and comply with all requirements of this bylaw.
- ii. Approval with Conditions – The Sign Review Committee shall recommend the approval with conditions of proposed signs that comply with the requirements of this Section, but do not meet the Criteria for Review. The Sign Review Committee may recommend conditions that require changes to the sign; conditions shall relate to the Criteria for Review with the intent being that the conditions require the sign to conform to the Criteria.

- iii. Denial – The sign Review Board shall recommend denial of all proposed signs that do not comply with the requirements of this Section; the Sign Review Committee may recommend denial of Sign Permits that do not meet the Criteria for Review if, in the opinion of the Committee, there are no possible conditions which will allow the sign to more closely meet the Criteria for Review.

7. Appeal and Special Permits

a. Right of Appeal

- i. Any applicant for a Sign Permit, any person who has been ordered by the Building Commissioner to incur expense in connection with a sign, and any person dissatisfied with any refusal, order, or decision of the Building Inspector, may appeal to the Zoning Board of Appeals within twenty (20) days from the date of such refusal, order, or decision.
- ii. After notice given to the public and abutting property owners and/or residents, the Zoning Board of Appeals shall hold a public hearing. Applying the Standards in Subsection 6d, the Board shall affirm, annul, or modify such refusal, order, or decision. The action of the Building Commissioner may be annulled or modified only by a majority decision of the Zoning Board of Appeals. If the action of the Commissioner is modified or annulled, the Building Commissioner shall issue Sign Permit or order in accordance with the decision of the Board.

b. Special Permit Granting Authority

The Zoning Board of Appeals shall serve as the Special Permit Granting Authority for all Special Permits for signs and shall consider request for Special Permits in accordance with this Section and Section IX.C. Special Permits or Other Permits, of the Zoning Bylaw.

c. Circumstances in which a Special Permit May be Sought

- i. Special Permits may be considered and issued for any request for relief from the requirements of this Section; however, Special Permits may not be issued to allow those signs indicated in Section 8b, with the exception of internally illuminated signs.

- ii. Any Special Permit granted by the Zoning Board of Appeals shall be by majority vote and shall specify the reasons for allowing the requested relief. Each decision shall be filed in the office of the Town Clerk within thirty (30) days after the hearing by the Building Commissioner and a copy of the decision shall be sent by mail or delivered to the appellant and any other person appearing at the hearing and so requesting in writing. Failure to file a decision within thirty (30) days after the hearing shall not be deemed to be approval of any relief sought.
- iii. The Board shall set forth appropriate conditions and safeguards whenever in its opinion they are desirable.

d. Required Findings

A Special Permit for a sign may be issued provided that the Zoning Board of Appeals makes the following findings:

- i. The sign is otherwise in compliance with the provisions of this Section;
- ii. Sign scale is determined to be in reasonable relation to development scale, viewer distance and travel speed, and sign sizes on nearby structures.
- iii. Sign size, shape, and placement serve to define or enhance architectural elements of the building such as columns, sill lies, cornices, and roof edges, and does not unreasonably interrupt, obscure or hide them.
- iv. Sign design is in reasonable continuity with the mounting location, height, proportions and materials of other signage on the same or adjacent structures.
- v. Sign materials, colors, lettering, style, illumination and form are reasonably compatible with building design, neighborhood context, and use.
- vi. Sign size, location, design, and illumination are not judged to present a safety hazard to vehicular or pedestrian traffic.

e. Design Review

Prior to the granting of a Special Permit by the Zoning Board of Appeals, the Sign Review Committee shall submit an advisory recommendation on the Special Permit to the Zoning Board of Appeals. Such recommendation shall address compliance of the sign with Subsection 6e. An unfavorable report of the Sign Review Committee shall indicate which of the findings were not met and shall state what modifications to the sign or signs could be made to render a favorable report. Failure of the Sign Review Committee to make such report within thirty (30) days from the date of the submission

of the application materials to the Sign Review Committee shall be deemed by the Zoning Board of Appeals to constitute a favorable report.

8. Exempt Signs and Prohibited Signs

a. Exempt Signs

The following signs shall be allowed by right without the necessity of a Sign Permit:

- i. Any public notice or warning required by a valid and applicable federal, state, or local law, regulation, or statute.
- ii. Any sign inside a building not attached to a window or door.
- iii. Address signs, the letter and number height of which does not exceed eight (8) inches.
- iv. Names of buildings, date of erection, monumental citations, and commemorative tablets, when made a permanent and integral part of a building, not to exceed ten (10) square feet.
- v. Flags.
- vi. Traffic control signs or private property, such as Stop, Yield, and similar signs, the face of which meet Department of Transportation standards, and which contain no commercial message of any sort.
- vii. Signs located on property owned by the Town and approved by the Select Board.
- viii. Signs sanctioned by the Town of Milton Historical Commission, which display historical information about buildings, properties, people and the like, and not exceeding two (2) square feet in area. Such signs may be wall or ground mounted.
- ix. Street Banners providing notice of public entertainment or advertising a charitable, religious or educational event, may be placed within the Town right-of-way if approved by the Select Board for a period of time not to exceed eight (8) consecutive days, the first of which shall occur not more than seven (7) days prior to such entertainment or event. All said banners shall be removed within twenty-four (24) hours after such entertainment or event.
- x. Holiday decorations and lights when in season.
- xi. Public Interest Signs- Signs containing cautionary messages, such as "Beware of Dog" or "No Trespassing" shall be exempt from the permit requirements of this bylaw, provided they do not exceed two (2) square feet.
- xii. Paper or cardstock window signs advertising any campaign, drive, event or activity of a civic, philanthropic, educational or religious organization for noncommercial purposes, provided that they are to be removed within thirty (30) days of initial display.

xiii. Temporary display or charitable ideas or expression of political, religious, ideological ideas shall be exempt from the provisions of this bylaw, subject to the following conditions:

1. No such sign shall be affixed to a tree or utility pole or otherwise erected in a public way.
2. Signs may be erected in the Town's right-of-way by a homeowner in front of his or her own home provided, a) there is not protrusion into the public walkway or roadway; b) placement will not damage any plantings that are in the area; c) placement does not pose a hazard to passersby; d) posted signs include the contact information of the sign owner attached in a visible manner to the sign; and e) signs may not be posted for more than two weeks without approval in writing of the Select Board.
3. Signs may be erected on other Town property only with the approval of the Select Board.
4. Temporary signs erected on Town property or right-of-way or other disapproved locations not meeting all of the foregoing conditions may be removed and stored at a Town facility awaiting the owner's retrieval for a period not to exceed thirty (30) days, after which they may be discarded.

b. Prohibited Signs

The following signs are prohibited:

- i. Nonaccessory signs.
- ii. Any new or existing sign not erected pursuant to and in accordance with the requirements of this bylaw. See Subsection 4(A) for guidance on nonconforming signs.
- iii. Signs which incorporate in any manner flashing, moving, or intermittent lighting, excluding public service signs showing time and temperature. These include promotional beacons, laser lights, or images.
- iv. Wind signs, including banners, pennants, spinners, streamers, and other wind-actuated components.
- v. Mechanically activated signs, other than rotating barber poles.
- vi. Any sign which advertises or calls attention to any products, businesses, or activities which are no longer sold or carried on at any particular premise. No such sign shall remain in place or on vacated premises for more than ninety (90) days from the date the vacancy commenced.
- vii. Portable signs, except for Sidewalk Signs as defined in Section 12(viii) of this bylaw, not permanently affixed, anchored, or secured to the ground or a structure on the lot it occupies.

- viii. Signs advertising businesses, services, or activities located at different premises from the premises on which the sign is located, except street banners permitted by the Select Board as defined in Subsection 8a.
- ix. Window signs which cover more than twenty-five (25) percent of the window or which obstruct the middle third of the window or door such that eye-level view through the window is blocked.
- x. Signs erected so as to obstruct any door, window, or fire escape on a building.
- xi. Signs constructed, erected, or maintained on the roof of a building or which extend above the roof plate line.
- xii. Signs in the right-of-way, other than those belonging to a government, public service agency, or railroad.
- xiii. Signs which are pasted, attached, mounted, or located on a tree, utility pole, fence or structures such as overpasses ad bridges or other similar structure. Signs pasted or attached to other signs are prohibited unless such subsidiary portions are an integral part of the total sign design.
- xiv. Signs not in good repair, in violation of codes, or containing or exhibiting broken panels, visible rot, damaged support structures, or missing letters.
- xv. Billboards.
- xvi. Audible signs.
- xvii. Open Face Channel Letters.
- xviii. Signs fabricated with letters, numbers, designs, or images consisting of an exposed or visible light source emitted from the face of the sign, including, but not limited to, incandescent and fluorescent bulbs, LED price signs, LED and digital displays, and neon tubes.

9. Measurement of Sign Area and Height

a. Measurement of Sign Area

- i. **Generally** – Sign area shall be computed as the area within the smallest single rectangle or square enclosing the extreme limits of the sign face including any cabinet or frame or material, texture, or color forming an integral part of the sign face used to differentiate the sign face from the structure upon which it is placed. For purposes of determining the maximum sign limitations, any intermediary removable surface to which a sign is attached shall be deemed part of the sign, and any sign composed of separate letters, numbers, or symbols cut into or attached to a wall or painted on or otherwise attached to an awning, canopy, or window shall be deemed to occupy the entire area within a single rectangle or square enclosing the extreme limits of the sign, including any structural elements.

- ii. **Structure** – The computation of the area of a sign face shall not include the structure, supports, or uprights on which the sign face is placed or any portions of a sign structure that are not intended to contain any message or idea and are purely structural or decorative in nature, other than those parts contained within the rectangle or square that delimits the sign face.

b. Measurement of Sign Height

- i. **Ground Signs** – The height of a standing sign shall be computed as the distance from the base of the sign at normal grade to the top of the highest component of the sign. Where the normal grade is below the normal grade of a public street of the street before the height limitations are applied (surveyor's certificate required).
- ii. **Building Signs** – The height of a wall sign shall be determined to be the vertical distance measured from grade to the top of the highest attached component of the sign.

10. Location, Construction and Design Standards

a. Setback

Unless a more restrictive setback is specified otherwise in this Section, all Ground Signs, whether permanent or temporary, shall be set back at least fifteen (15) feet unless otherwise determined in Sign Committee site plan review from the nearest property line, whether or not said line abuts a public or private street or way; except Standard Informational Signs which may be located anywhere on the lot, but shall not create a traffic safety hazard by blocking visibility of traffic on a public street from a driveway and shall not overhang a public sidewalk.

b. Corner Clearance

All signs shall meet the corner clearance requirements contained within the Town Bylaws.

c. Right-of-Way

No sign or any part thereof, except authorized government, public service agencies, or railroad signs, shall be located in any right-of-way, except for signs which are allowed to project over a public sidewalk subject to the conditions in Section 12. Any pre-existing sign which projects into, on or over a public street or way or pre-existing or new sign that projects over a public sidewalk shall be subject to bonding and/or

insurance requirements as determined by the Department of Public Works. All signs projecting over a public right-of-way shall be subject to the provisions of the State Building Code regulating such signs

d. Compliance with Building Code

All signs permitted under this Section shall be constructed and installed in accordance with the applicable provisions of the State Building Code and with the reasonable requirements of the Building Commissioner.

e. Maintenance

All signs, together with the structural elements, shall be kept in good repair and in a proper state of preservation to the reasonable satisfaction of the Building Commissioner. The Building Commissioner may order the removal of any sign that is not maintained in accordance with the provisions of this Section, the State Building Code and/or the Zoning Bylaw

f. Installation

Without express approval by the Sign Review Committee, no sign shall be painted or posted directly on the exterior surface of any wall. All signs must be painted, posted, or otherwise securely attached to a substantial intermediary removable surface which shall be securely attached to the building; however, the foregoing shall not prevent the installation of a sign consisting of individual letters or devices securely attached to the exterior wall of the building. Installed signs shall display the name of the installer and the permit number issued by the Building Commissioner in a legible manner but inconspicuous location.

g. Illumination

i. Permitted

1. Permitted – The following types of illumination shall be allowed:

- a. Externally Illuminated Signs – Signs may be externally illuminated by white, steady, stationary light shielded and directed downward, or upward if ground mounted solely at the sign.
- b. Reverse Lit Signs or Halo Signs – Signs may be reverse lit, illuminated by white light only.

2. **Permitted by the issuance of a Special Permit:**
 - a. Internally Illuminated Signs
3. **Prohibited** – The following types of illumination shall be prohibited:
Open Face Channel Letters
 - a. Signs fabricated with letters, numbers, designs, or images consisting of an exposed or visible light source emitted from the face of the sign, including, but not limited to, incandescent and fluorescent bulbs, LED price signs, LED and digital displays, and neon tubes.
4. **Time** – Unless a business establishment is open to the public, no sign shall be illuminated between the hours of 11:00 p.m. and 6:00 a.m.
5. **Intensity** – Exterior illumination of signs shall be so shaded, shielded, or directed that they shall not reflect or shine on or into neighboring premises or into any public street. The intensity of such light shall be deemed acceptable if it does not exceed a factor of 3 above the ambient light intensity at any point on the ground when measured with an incident light meter and the following procedure:
 - a. The intensity of the sign illumination, in foot-candles, is measured with all normal background and ambient illumination on.
 - b. With the sign turned off, the same measurement is repeated.
 - c. The ratio of the measurements in (a) to that in (b) shall not exceed 3.
6. **Dimming** - All exterior illumination shall have dimming capabilities.

11. Residential Districts

- a. A sign of not more than two (2) square feet in area, displaying the street number, the name of the occupant of the property and/or historical references, if any, without the need for a permit under this bylaw.
- b. Sign pertaining to the lease or sale of a lot or building without the need for a permit under this bylaw, provided that such signs do not exceed a total area of nine (9) square feet nor more than 1-1/2 feet in any dimension, until such time as all lots, apartments, condominiums, or houses have been rented or sold.
- c. One contractor's sign, not exceeding twelve (12) square feet in area (except as otherwise provided by law) maintained on the property while construction is in progress, and containing information relevant to the project. Such sign shall not require a permit under this bylaw and shall be removed within three days after completion of construction.

- d. One sign identifying each public entrance to a subdivision or multi-family development such as apartments, condominiums, or town houses, of not more than nine (9) square feet in area, nor more than 3-1/2 feet in any dimension, In addition, each family unit may carry a single sign of not more than one square foot, without time limit.
- e. Pre-existing commercial uses and nonconforming business in residential zones are subject to business requirements.

12. Business Districts

- a. **Total Sign Area** – Unless otherwise hereinafter provided, the total area of all signs erected on a lot shall not exceed one and one-half (1.) square feet in area for each horizontal linear foot of the building face(s) parallel to, or substantially parallel to, a street line. However, if the primary facade is on a parking area, then said facade shall be used to determine the amount of allowable signage.
- b. **Principal Signs** – No more than two principal signs shall be allowed for each business establishment. A principal sign may be a flat wall sign, a projecting sign, or a freestanding sign.
 - The total area of all flat wall signs shall not exceed fifty (50) square feet on any one wall of the business establishment. Flat wall signs shall not project more than twelve (12) inches from the face of the wall. Subject to the approval of the Building Inspector, a flat wall sign may be located anywhere on any wall of a building, provided that it does not conceal any part of a window, and that its length does not exceed seven-eighths (7/8) of the facade of the business establishment.
 - A projecting sign shall not extend beyond the curb line or more than 50 inches, exclusive of any supporting structure from the building. A projecting sign shall not be less than 10 feet from the ground level at the base of the building, over a vehicular way, 10 feet over a sidewalk, or a lesser distance so long as public safety is not endangered nor more than 20 feet from the ground level to the top of the sign. Allowable area of a projecting sign will be computed as one-half (.) square foot for each horizontal linear foot of the facade of the establishment on which it hangs. Such sign shall not extend above the building, nor be more than twelve (12) square feet in area.
- c. **Secondary Signs** – If a business establishment consists of more than one building, or if a building has secondary frontage on a street or parking area, a secondary sign may be affixed to one wall of each building or to the second side. Secondary signs shall not

exceed one square foot for each horizontal linear foot of secondary frontage on a street or parking lot, and said area shall be limited to 50% of the area allowed for the Primary Sign.

- d. **Directories** – Where there are three (3) or more businesses on a lot, or there are businesses without an entrance on the street frontage, a directory may be permitted for the purpose of traffic direction and control. The size of the directory shall not exceed nine (9) square feet plus one and one-half (1.) square feet per business establishment. Such a directory shall be included in the calculation of total permitted sign area for the lot.
- e. **Awnings** – Retractable, fabric awnings projecting from the wall of a building for the purpose of shielding the doorway or windows from the elements may include signage on the valance. Such signage shall not be included in the calculation of the total permitted sign area for the lot, provided that no lettering or symbol is greater than six (6) inches in height. No awning may extend within two (2) feet of a curbline.
- f. **Temporary Sale Signs** – In a business district, temporary signs, advertising special promotions or sale of merchandise, may be attached to or located only within the interior of a window or door, and shall not require a permit under this bylaw or be considered in calculating the total permitted sign area for the lot. Such signs must be registered with the Building Commissioner prior to their installation. Each business establishment shall be limited to display such signs for a period not exceeding thirty (30) days with no more than three (3) such thirty (30) day periods permitted per calendar year. Thirty (30) day periods may be utilized consecutively.
- g. **Signs Painted on Windows** – In a business district, script describing a product or theme and not including the name of the business. Such signage shall be subject to the requirements of this section and be included in the calculation of the Total Sign Area. .
- h. **Sidewalk Signs** – One “A” frame Sandwich Board sign per business premises shall be permitted (including within the public right-of-way (sidewalk only)), in addition to the other signs permitted under this Subsection 8, such signs shall not require a permit under this bylaw, subject to the following conditions:
 - The sign shall only be displayed in front of the place of business, adjacent to the buildings only, and not along the curb.
 - The sign shall be displayed only during the months of May-October.
 - The sign shall not exceed 24" in width and 48" in height.
 - The sign shall not be made entirely of plastic, nor shall it be primarily devoted to a single product.

- The sign shall advertise the business and the good and services available on the premises.
- The sign shall not protrude on the sidewalk in such a way as to obstruct pedestrian traffic or reduce the open sidewalk width to less than four feet.
- The sign shall be free of sharp corners, protrusions and devices which could inadvertently cause injury.
- The sign must be constructed with a cross-brace for stability; the sign must have sufficient strength to stand by itself, without the use of other materials to stabilize it.
- In response to specific safety concerns, the Police Department may prohibit sidewalk displays in designated areas during holiday parades or other specified times or days when sidewalk congestion is excessive.
- The sign may be displayed only during business hours and must be removed from the sidewalk thereafter.
- The Building Commissioner shall issue a sticker permit on an annual basis which shall be attached to the interior of the Sidewalk Sign. Sidewalk Signs without the correct annual permit shall be removed by the order of the Building Commissioner.
- Liability insurance coverage shall be carried, and evidence of same may be requested by the Building Commissioner. Said insurance must cover personal injuries or property damage which may occur in such areas. Such liability insurance coverage shall be extended to include the Town of Milton as an additional insured on the liability insurance policy in the amount of one million dollars (\$1,000,000) per claim and two million dollars (\$2,000,000) per occurrence for any and all claims which may arise, for any reason, as a result of the placement of such sign. The business shall also require the insurer to give at least thirty (30) days written notice of termination, reduction or cancellation of the policies to the Town.

13. Special Provisions

a. Religious and Educational Non-profit Institutions

One sign, including bulletin or announcement board, identification sign or entrance marker is allowed for the principal entrance to the premises of a church, synagogue or other religious institution or school, museum, library, or other not-for-profit organization, not exceeding twelve (12) square feet in area. One additional sign, not exceeding twelve (12) square feet in area is also allowed if the establishment has frontage on a second public way. Up to nine (9) additional square feet of signage is also allowed to provide information to users on the site, provided that no single sign exceeds three (3) square feet.

b. *Restaurants*

In addition to other signs permitted by this bylaw, restaurants and other food service establishments may post an actual menu on the building where the premises are located near the main entrance door of the establishment without obtaining a permit under this bylaw.

c. *Bed and Breakfasts*

A bed and breakfast in any zoning district may not have more than one permanent sign. The sign must be unlighted and is not to exceed four (4) square feet in area. If a ground sign, it must be set back not less than half the depth of the front yard.

d. *Fuel Service Stations*

One identification sign not to exceed twenty (20) square feet in area. Product identification signs for gasoline services stations may be maintained, provided the total of said signs does not exceed nine (9) square feet in area with no single sign to exceed three (3) square feet in area

e. *Directional and Traffic Safety Signs*

Signs indicating "entrance," "exit," "parking," or similar traffic directional information, shall not exceed three (3) square feet in area per sign. Provided these signs are erected on the lot pursuant to a town or state regulation, they shall not be counted in the maximum sign number and sign area requirements for the lot. Signs indicating parking for a specific business shall be limited to one sign per five spaces.

And to authorize the Town Clerk to assign or amend chapter and section numbers and titles; and to act on anything relating thereto.

Submitted by the Planning Board

Town of Milton
525 Canton Ave
Milton, MA 02186

**Town Meeting will be held on
Monday, October 27, 2025
Beginning at 7:30 p.m.**

The Milton High School auditorium
is reserved for additional Town Meeting
sessions at 7:30 p.m. on:
Tuesday, October 28
Wednesday, October 29.

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MILTON, MA 02186

TOWN OF MILTON

2025



SPECIAL TOWN ELECTION WARRANT

TUESDAY, NOVEMBER 4, 2025
POLLS OPEN: 7:00AM
POLLS CLOSE: 8:00PM

2025
SPECIAL TOWN ELECTION

Commonwealth of Massachusetts) SS
County of Norfolk

To any of the Constables of the Town of Milton in said County:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Milton, qualified to vote in Special Town Elections and Town affairs, to meet at the several designated polling places in their respective Precincts in said Milton, to wit:

In Precinct 1.	Tucker School, Blue Hills Parkway
In Precinct 2.	Milton Senior Center, Walnut Street
In Precinct 3.	Cunningham Park Community Center, Edge Hill Road
In Precinct 4.	Milton Senior Center, Walnut Street
In Precinct 4A.	Milton Senior Center, Walnut Street
In Precinct 5.	Copeland Field House, Milton High School, Gile Road
In Precinct 6.	Cunningham School Gymnasium, Edge Hill Road
In Precinct 7.	Cunningham Park Community Center, Edge Hill Road
In Precinct 8.	Cunningham School Gymnasium, Edge Hill Road
In Precinct 9.	Copeland Field House, Milton High School, Gile Road
In Precinct 10.	Tucker School, Blue Hills Parkway

On Tuesday, November 4, 2025, next at 7 o'clock in the forenoon, then and there to bring in their votes to the Precinct Officers for the Election of a Candidate for the following Office:

One member of the SELECT BOARD and SURVEYOR OF THE HIGHWAY to fill a vacancy

For these purposes the polls will be open at each and all of said precincts at seven o'clock in the forenoon and will be closed at eight o'clock in the evening.

And you are directed to serve this Warrant by posting attested copies thereof in each of the post-offices of said Town seven days at least before the fourth day of November and the warrants are available to read and download on the town's website and paper copies are available at the Select Board's Office, the Senior Center, and the Milton Public Library at least seven days before the day of such elections.

Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk, on or before said meeting.

Given under our hands at Milton this 26th day of August 2025.

Benjamin D. Zoll
Winston A. Daley
Meghan E. Haggerty
Richard G. Wells, Jr.

MILTON SELECT BOARD

A True Copy: Attest
William J. Neville
Constable of Milton

11:09:48 a.m. EDST

Upcoming Calendar

Overview

Compare

Summary

Bid Results**Milton (Town)
\$8,735,960 General Obligation Bond Anticipation Notes**

The following bids were submitted using **PARITY®** and displayed ranked by lowest NIC.
Click on the name of each bidder to see the respective bids.

Amount Awarded (M)	Bidder Name	NIC	Bid Amount
<input type="text"/>	TD Securities	2.567000	8,735.96M
<input type="text"/>	Fidelity Capital Markets	2.612000	8,735.96M
<input type="text"/>	Oppenheimer & Co., Inc.	2.622000	8,735.96M
<input type="text"/>	Jefferies LLC	2.624000	8,735.96M
<input type="text"/>	Loop Capital Markets, LLC	2.652000	6,000M
<input type="text"/>	BNYMellon Capital Markets	2.810650	8,735.96M
<hr/>			
Awarded Totals	<input type="text" value="0M"/>		49,679.8M
Issue Size	8,735.96M		

*Awarding the Bonds to a specific bidder will provide you with the Reoffering Prices and Yields.



TOWN ADMINISTRATOR
NICHOLAS MILANO
TEL 617-898-4845

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF MILTON
OFFICE OF THE SELECT BOARD
525 CANTON AVENUE, MILTON, MA 02186**

TEL 617-898-4843
FAX 617-698-6741

SELECT BOARD

**BENJAMIN D. ZOLL,
CHAIR**

**WINSTON A. DALEY,
VICE CHAIR**

**MEGHAN E. HAGGERTY,
SECRETARY**

**RICHARD G. WELLS, JR.,
MEMBER**

VOTE OF THE SELECT BOARD

I, the Secretary of the Select Board of the Town of Milton, Massachusetts (the “Town”), certify that at a meeting of the Board held September 9, 2025, of which meeting all members of the Board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the Board in my custody:

Voted: to approve the sale of \$8,735,960 4.00 percent General Obligation Bond Anticipation Notes (the “Notes”) of the Town dated September 15, 2025 and payable September 15, 2026, to TD Securities (USA) LLC, at par and accrued interest, plus a premium of \$125,186.30.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated August 27, 2025, and a final Official Statement dated September 4, 2025, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Notes (collectively, the “Documents”), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a “.pdf” file or by other electronic transmission shall

be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: September 9, 2025

Meghan E. Haggerty
Secretary of the Select Board

QUITCLAIM DEED

The **TOWN OF MILTON**, a Massachusetts Municipal Corporation, acting by and through its Select Board, pursuant to the authority conferred by the vote of the 2022 Milton Annual Town Meeting under Article 34, an attested copy of which is attached hereto to be recorded herewith, as well as the authority conferred by Chapter 147 of the Acts of 2024,

in full consideration of One Dollar (\$1.00) paid, the receipt and sufficiency of which is hereby acknowledged,

grants to **the care, custody, management and control of the MILTON CONSERVATION COMMISSION, pursuant to Article 97 of the Amendments to the Constitution of the Commonwealth, with Quitclaim Covenants,**

the following described property:

A certain parcel of land commonly known as “Pope’s Pond Area” and lying westerly from Blue Hills Parkway and northerly from Canton Avenue, bounded and described as follows:

Beginning at a stone bound on the westerly sideline of Blue Hills Parkway, said stone bound being 2745.93 feet north from another stone bound at the point of curvature of said westerly sideline of Blue Hills Parkway near Canton Avenue, and said point of beginning being on the easterly side of said parcel and at the northerly corner of land of Aimee Lamb et al;

Thence turning and running S 48° -11-12”W 605.23 feet by land of said Lamb to a stone bound;

Thence turning and running S32°-29'-03”E 209.11 feet by land of said Lamb;

Thence turning and running southwesterly on a curve having a radius of 374.95 feet, 37.30 feet by land of the Town of Milton;

Thence running S63°-29-54”-W 188.96 feet by land of said Town;

Thence turning and running southerly on a curve having a radius of 137.78 feet, 153.74 feet by land of said Town;

Thence turning and running S00°-26'-06”E 91.05 feet by land of said Town;

Thence turning and running N89°-12'-15”E 265.44 feet by land of said Town and by land of said Lamb;

Thence turning and running S00°-03'-16”W 255 feet by land of Maureen A. Rugo;

Thence turning and running S89°-56'-44"E 150 feet by land of said Rugo;

Thence turning and running S00°-03'-16"W 1360 feet in part by land of Faye L. Greenberg and others and in part by Mardon Road;

Thence turning and running N89°-56'-44" W 142.08 feet by land of Merton W. and Ida W. Lansky;

Thence turning and running S38°-36'-17"E 310.97 feet by land of said Lansky and others;

Thence turning and running S51°-23'-43"W 50 feet by land of Beatrice Banquer;

Thence turning and running S38°-40'-02"E 180 feet by land of said Banquer to a point on the west sideline of Blue Hills Parkway;

Thence turning and running southerly on a curve having a radius of 140 feet; 14.05 feet by the westerly sideline of Blue Hills Parkway;

Thence turning and running in a southerly and southwesterly direction on a curve having a radius of 20 feet, 25.44 feet by the junction of the west sideline of Blue Hills Parkway and the northwest sideline of Canton Avenue;

Thence turning and running S51°-47'-25"W 92.82 feet by the northwest sideline of Canton Avenue;

Thence turning and running southwesterly and northwesterly on a curve having a radius of 25.16 feet, 39.36 feet by the sideline of Canton Avenue and Sumner Street;

Thence turning and running N38°-34'-54"W 305.13 feet by the east sideline of Sumner Street;

Thence turning and running northwesterly on a curve having a radius of 1036.65 feet, 167.75 feet by the east sideline of Sumner Street;

Thence turning and running N47°-51'-11"W 49.98 feet by the east sideline of Sumner Street;

Thence turning and running northwesterly on a curve having a radius of 882.00 feet, 40.03 feet by the east sideline of Sumner Street;

Thence turning and running southwesterly, easterly and northeasterly on a curve having a radius of 30.37 feet, 71.40 feet by land of Philip R. and Anna B. Smith;

Thence turning and running N00°-03'16"E 183.19 feet by land of said Smith;

Thence turning and running N38°-35'-08"W 21.48 feet by land of said Smith;

Thence turning and running N38°-40'-35" W 845.05 feet by land of Carl L. and Jessie Kurland and others;

Thence turning and running N39°-08'-47" W 62.22 feet by land of Anthony and Alice Hanne;

Thence turning and running northwesterly 501 feet by land of said Hanna;

Thence turning and running northeasterly 50.00 feet by the southerly line of Pope Hill Road to a stone bound;

Thence turning and running N51°-30'-52" E 200 feet by land of Irwin and Barbara A. Cherney;

Thence turning and running N38°-29'-08" W 400.00 feet by land of said Cherney and others;

Thence turning and running N54°-00'48" 180.32 feet by land of Nathan and Sarah Gerber and Sophie Bloom to a stone bound;

Thence turning and running N21°-18'-42" E 79.99 feet by land of Melvin and Barbara L. Herman;

Thence turning and running S68°-41'-18" E 311.27 feet by land of Temple Garden Estates, Inc.;

Thence turning and running N21°-18'-42" E 200.00 feet by land of Temple Garden Estates, Inc.;

Thence turning and running Northeasterly on a curve having a radius of 55.00 feet, 51.90 feet by land of Temple Garden Estates, Inc.;

Thence turning and running N21°-18'-42" E 200.00 feet by land of Temple Garden Estates, Inc.;

Thence turning and running N68°-41'-18" W 311.27 feet by land of Temple Garden Estates, Inc.;

Thence turning and running N21°-18'-42" E 508.00 feet by land of Hyman D. Kline and Frances I. Bavley and others;

Thence turning and running S41°-31'-45" E 148.84 feet by land of F. Stanton and Claire E. Gorman to a stone bound;

Thence turning and running N43°-43'-11" E 275.36 feet by land of said Gorman and others;

Thence turning and running N43°-35'-00" E 51.17 feet by land of Ann P. Desantis;

Thence turning and running N57°-57'-20" E 300.18 feet by land of Julius and Sophie Lapidus and others;

Thence turning and running N55°-00'-00" E 50.01 feet by land of Saul and Raie Isaacs;

Thence turning and running N54°-12'-55"E 116.04 feet by land of Joseph L. and Marie Mohr and others;

Thence turning and running S40°-28'-25"E 347.46 feet by land of Aimee Lamb, et al, to a point on the westerly sideline of Blue Hills Parkway;

Thence turning and running S00°-03'-16"W34.46 feet along the westerly sideline of Blue Hills Parkway to a stone bound at the point of beginning.

Containing 41.4+- acres as shown on a plan of land entitled "Town of Milton – Plan Showing Land to be Taken By The Town of Milton – Pope's Pond Area – February 1963 – Scale 1" = 100 feet; A Herbert Bruce, Town Engineer" which plan is duly recorded as Plan No. 709 of 1963 in Plan Book 215.

Said land is conveyed together with all rights, privileges, and easements thereto appurtenant so far as the same are in force and applicable including the right to use Mardon Road and Lafayette Street as shown on said plan for all the purposes for which streets are commonly used in the Town of Milton and subject to the easements for water and sewer purposes as shown on said plan.

The aforementioned conveyance specifically excludes the following parcel, which will be conveyed by separate instrument to the care and custody of the Town of Milton Parks and Recreation Department:

A certain parcel of land situated in the Town of Milton, County of Norfolk and Commonwealth of Massachusetts being more particularly bounded and described as follows:

Beginning at the Northeasterly corner of Lot 22 as shown on a plan entitled "Temple Garden Estates, Subdivision of Land, Sumner Street Extension, Milton, Mass." L.W. DeCelle Surveyors, Inc. dated August 13, 1958 and recorded as Plan No. 847 of 1959 in Plan Book 207 with Norfolk Deeds; thence running in a southeasterly direction by an unnamed street, by an area marked "Pine Tree Brook Easement", again by an unnamed street, by land now or formerly of Parkway Development Company and finally y Lot R on said plan by several lines aggregating approximately 687.56 feet, mor or less, to a point on Blue Hills Parkway and marked "B" on said plan; thence running southeasterly along the line of said Blue Hills Parkway by a curve with a radius of 140 Feet a distance of 15.01 feet to a point on Canton Avenue marked "C" on said plan; thence running southeasterly along the line of said Canton Avenue by a curved line with a radius of 20 feet a distance of 25.44 feet to a point; thence running southwesterly along the line of said Canton Avenue by two (20) lines aggregating 92.62 feet to a point of curvature; thence running southwesterly along the northwesterly line of Sumner Street Extension by a curved line with a radius of 25 feet a distance of 38.83 feet to a point; thence running northwesterly along said northeasterly line of Sumner Street Extension 305.53 feet as shown on said plan to a point on said Sumner Street Extension; thence running northeasterly again across said Sumner Street Extension to a point on the southwesterly boundary line of said Lot 2 on said Sumner Street Extension at the southwesterly end of the boundary line on said Lot 22 which is described thereon as "L-71.73"; thence running by a curved line by said boundary marked "L-71.73"

along said lot 22 to a point in in the northeasterly boundary of said Lot 22, 73.73 feet; thence running by the line of said Lot 22 as shown on said plan northerly 183.86 feet to the point of beginning.

Remainder of page left intentionally blank

Witness our hands and seal this _____ day of _____, 2025.

**TOWN OF MILTON,
by its Board of Selectmen**

Benjamin Zoll ,Chair

John Keohane, Vice Chair

Meghan Haggerty, Secretary

Richard G. Wells, Jr.

Winston Daley

COMMONWEALTH OF MASSACHUSETTS
Norfolk, ss.

On this ____ day of _____, 2025, before me, the undersigned notary public, personally appeared, Benjamin Zoll, who proved to me through satisfactory evidence of identification, which was that he is known to me personally to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose in his capacity as Chair of the Town of Milton Select Board.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS
Norfolk, ss.

On this ____ day of _____, 2025, before me, the undersigned notary public, personally appeared John Keohane, who proved to me through satisfactory evidence of identification, which was that she is known to me personally to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose in his capacity as Vice Chair of the Town of Milton Select Board.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS
Norfolk, ss.

On this ____ day of _____, 2025, before me, the undersigned notary public, personally appeared, Meghan Haggerty, who proved to me through satisfactory evidence of identification, which was that he is known to me personally to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose in her capacity as Secretary of the Town of Milton Select Board.

Notary Public

My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS
Norfolk, ss.

On this ____ day of _____, 2025, before me, the undersigned notary public, personally appeared Richard G. Wells, Jr. who proved to me through satisfactory evidence of identification, which was that she is known to me personally to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose in his capacity as a Member of the Town of Milton Select Board.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS
Norfolk, ss.

On this ____ day of _____, 2025, before me, the undersigned notary public, personally appeared Winston Daley who proved to me through satisfactory evidence of identification, which was that he is known to me personally to be the person whose name is signed on the preceding or attached document, and acknowledge to me that he signed it voluntarily for its stated purpose in his capacity as a Member of the Town of Milton Select Board.

Notary Public
My Commission Expires:

QUITCLAIM DEED

The **TOWN OF MILTON**, a Massachusetts Municipal Corporation, acting by and through its Select Board, pursuant to the authority conferred by the vote of the 2022 Milton Annual Town Meeting under Article 34, an attested copy of which is attached hereto to be recorded herewith, as well as the authority conferred by Chapter 147 of the Acts of 2024,

in full consideration of One Dollar (\$1.00) paid, the receipt and sufficiency of which is hereby acknowledged,

grants to **the care, custody, management and control of the MILTON PARKS AND RECREATION DEPARTMENT, pursuant to Article 97 of the Amendments to the Constitution of the Commonwealth, with Quitclaim Covenants,**

the following described property:

A certain parcel of land situated in the Town of Milton, County of Norfolk and Commonwealth of Massachusetts being more particularly bounded and described as follows:

Beginning at the Northeasterly corner of Lot 22 as shown on a plan entitled "Temple Garden Estates, Subdivision of Land, Sumner Street Extension, Milton, Mass." L.W. DeCelle Surveyors, Inc. dated August 13, 1958 and recorded as Plan No. 847 of 1959 in Plan Book 207 with Norfolk Deeds; thence running in a southeasterly direction by an unnamed street, by an area marked "Pine Tree Brook Easement", again by an unnamed street, by land now or formerly of Parkway Development Company and finally y Lot R on said plan by several lines aggregating approximately 687.56 feet, mor or less, to a point on Blue Hills Parkway and marked "B" on said plan; thence running southeasterly along the line of said Blue Hills Parkway by a curve with a radius of 140 Feet a distance of 15.01 feet to a point on Canton Avenue marked "C" on said plan; thence running southeasterly along the line of said Canton Avenue by a curved line with a radius of 20 feet a distance of 25.44 feet to a point; thence running southwesterly along the line of said Canton Avenue by two (20) lines aggregating 92.62 feet to a point of curvature; thence running southwesterly along the northwesterly line of Sumner Street Extension by a curved line with a radius of 25 feet a distance of 38.83 feet to a point; thence running northwesterly along said northeasterly line of Sumner Street Extension 305.53 feet as shown on said plan to a point on said Sumner Street Extension; thence running northeasterly again across said Sumner Street Extension to a point on the southwesterly boundary line of said Lot 2 on said Sumner Street Extension at the southwesterly end of the boundary line on said Lot 22 which is described thereon as "L-71.73"; thence running by a curved line by said boundary marked "L-71.73" along said lot 22 to a point in the northeasterly boundary of said Lot 22, 73.73 feet; thence running by the line of said Lot 22 as shown on said plan northerly 183.86 feet to the point of beginning, together with all rights, privileges, and easements thereto appurtenant so far as the same are in force and applicable including the right to use Mardon Road and Lafayette Street for

all the purposes for which streets are commonly used in the Town of Milton and subject to the easement for water and sewer purposes as shown on plan of land entitled "Town of Milton – Plan Showing Land To Be Taken By The Town OF Milton – Pope's Pond Area – February 1963 – Scale 1" – 100 feet; A. Herbert Bruce, Town Engineer, recorded with the Norfolk County Registry of Deeds as plan No. 709 of 1963 in Plan Book 215.

Said parcel contains 2.105 acres, more or less.

For Title, see Deed of Temple Garden Estates, Inc., to the Town of Milton dated June 21, 1963 and recorded in the Norfolk County Registry of Deeds in Book 4080, Page 379.

Remainder of page left intentionally blank

Witness our hands and seal this _____ day of _____, 2025.

**TOWN OF MILTON,
by its Board of Selectmen**

Benjamin Zoll ,Chair

John Keohane, Vice Chair

Meghan Haggerty, Secretary

Richard G. Wells, Jr.

Winston Daley

COMMONWEALTH OF MASSACHUSETTS
Norfolk, ss.

On this ____ day of _____, 2025, before me, the undersigned notary public, personally appeared, Benjamin Zoll, who proved to me through satisfactory evidence of identification, which was that he is known to me personally to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose in his capacity as Chair of the Town of Milton Select Board.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS
Norfolk, ss.

On this ____ day of _____, 2025, before me, the undersigned notary public, personally appeared John Keohane, who proved to me through satisfactory evidence of identification, which was that she is known to me personally to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose in his capacity as Vice Chair of the Town of Milton Select Board.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS
Norfolk, ss.

On this ____ day of _____, 2025, before me, the undersigned notary public, personally appeared, Meghan Haggerty, who proved to me through satisfactory evidence of identification, which was that he is known to me personally to be the person whose name is signed on the preceding or attached document, and acknowledge to me that she signed it voluntarily for its stated purpose in her capacity as Secretary of the Town of Milton Select Board.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS
Norfolk, ss.

On this ____ day of _____, 2025, before me, the undersigned notary public, personally appeared Richard G. Wells, Jr. who proved to me through satisfactory evidence of identification, which was that she is known to me personally to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose in his capacity as a Member of the Town of Milton Select Board.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS
Norfolk, ss.

On this ____ day of _____, 2025, before me, the undersigned notary public, personally appeared Winston Daley who proved to me through satisfactory evidence of identification, which was that he is known to me personally to be the person whose name is signed on the preceding or attached document, and acknowledge to me that he signed it voluntarily for its stated purpose in his capacity as a Member of the Town of Milton Select Board.

Notary Public
My Commission Expires:

EASEMENT RELOCATION AND ABANDONMENT AGREEMENT

Paul F. Lydon, of 160 Old Farm Road, Milton, Norfolk County, Massachusetts (the “Grantor”), in full consideration of the abandonment of a certain easement described herein, hereby grants to the Town of Milton, having an address at 525 Canton Avenue, Milton, Norfolk County, Massachusetts (the “Grantee”)

With Quitclaim Covenants

A certain permanent drainage easement (the “Easement”), shown as “15’ Wide Drainage Easement” on a plan of land entitled “Plan of Easement, 259 Central Avenue, Milton, Massachusetts” prepared by Greater Boston Surveying and Engineering, Scale 1” = 20’, dated April 20, 2025 (hereinafter, the “Plan”) recorded herewith to which Plan reference is made for a more particular description of said Easement.

As consideration for the grant of this Easement, the Grantee hereby abandons an existing drainage easement shown as “Former Easement Location Based on As-Built Locations of Sewer Manholes” on the Plan. The former easement is also shown on Lot “C” on a plan entitled “Plan of Land in Milton, Massachusetts Owned by Alfred Trenker” and recorded in the Norfolk County Registry of Deeds as Plan No. 1478 of 1986.

For Grantor’s title see Deed dated January 8, 1987, recorded with the Norfolk County Registry of Deeds in Book 7405, Page 703. See also death certificate of Louise J. Lydon at Book 41989, Page 36.

[The remainder of this page is left intentionally blank.]

Executed as a sealed instrument as of this ____ day of September, 2025.

GRANTOR:

Paul F. Lydon

GRANTEE:

Town of Milton Select Board:

Benjamin Zoll, Chair

Winston Daley, Vice Chair

Meghan Haggerty, Secretary

Richard G. Wells, Jr., Member

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

On this ____ day of _____, 2025 before me, the undersigned notary public, personally appeared Paul F. Lydon, the above-named and proved to me through satisfactory evidence of identification, which was Massachusetts Driver's Licenses, to be the person whose name is signed on this document, and acknowledged to me that he signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

On this _____ day of _____, 2025 before me, the undersigned notary public, personally appeared Benjamin Zoll the above-named and proved to me through satisfactory evidence of identification, which was a Massachusetts Driver's License, to be the person whose name is signed on this document, and acknowledged to me that he signed it voluntarily for its stated purpose and that the foregoing instrument is the free act and deed of the Town of Milton Select Board.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

On this _____ day of _____, 2025 before me, the undersigned notary public, personally appeared Winston Daley, the above-named and proved to me through satisfactory evidence of identification, which was a Massachusetts Driver's License, to be the person whose name is signed on this document, and acknowledged to me that he signed it voluntarily for its stated purpose and that the foregoing instrument is the free act and deed of the Town of Milton Select Board.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

On this _____ day of _____, 2025 before me, the undersigned notary public, personally appeared Meghan Haggerty, the above-named and proved to me through satisfactory evidence of identification, which was a Massachusetts Driver's License, to be the person whose name is signed on this document, and acknowledged to me that she signed it voluntarily for its stated purpose and that the foregoing instrument is the free act and deed of the Town of Milton Select Board.

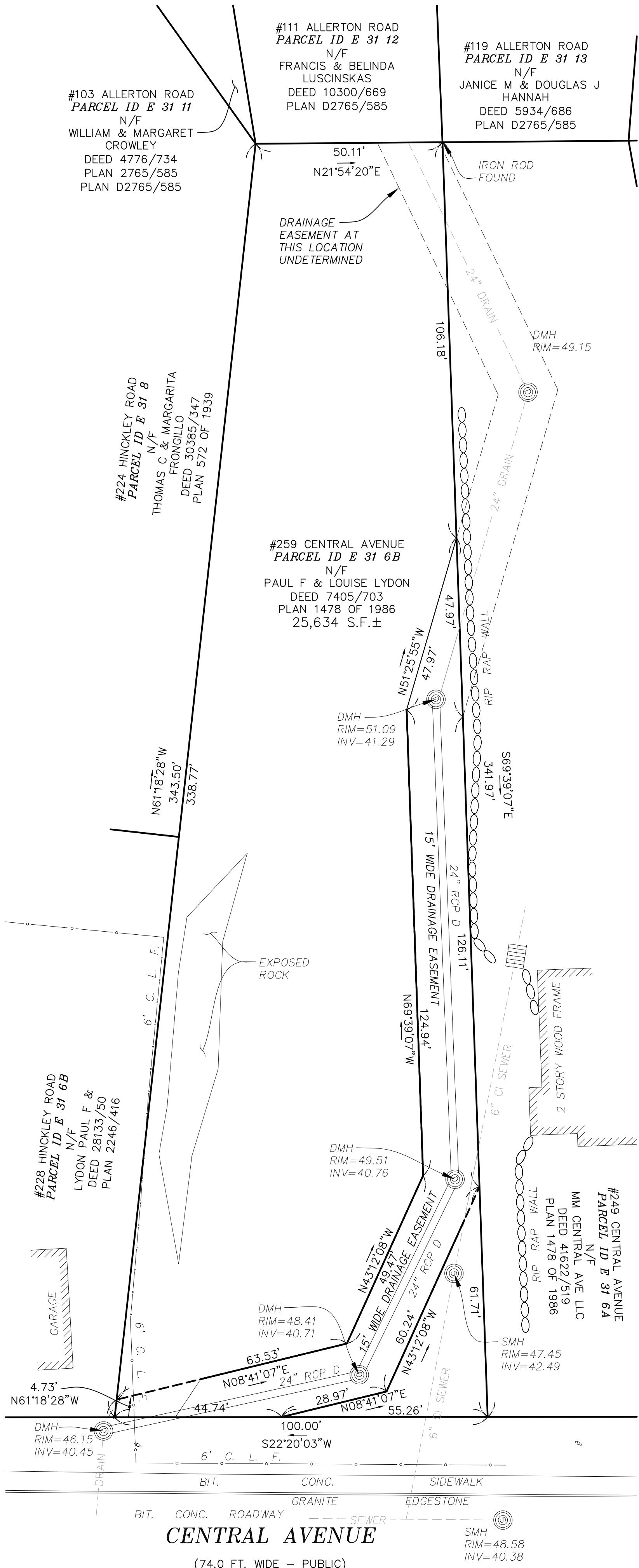
Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

On this _____ day of _____, 2025 before me, the undersigned notary public, personally appeared Richard G. Wells, Jr., the above-named and proved to me through satisfactory evidence of identification, which was a Massachusetts Driver's License, to be the person whose name is signed on this document, and acknowledged to me that he signed it voluntarily for its stated purpose and that the foregoing instrument is the free act and deed of the Town of Milton Select Board.

Notary Public
My Commission Expires:



PLAN 1478 OF 1986
RECORDED AT NORFOLK COUNTRY
REGISTRY OF DEEDS



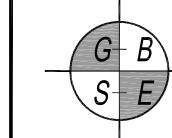
Paul Tyrell

9-1-25

0 10 20 40 80
SCALE: 1"=20'

DRAINAGE AS-BUILT
259 CENTRAL AVENUE
MILTON, MASSACHUSETTS
(NORFOLK COUNTRY REGISTRY OF DEEDS)

PREPARED FOR
MR. GARETH BARR
29 SOUTH MUNROE TERRACE
BOSTON, MA 02122

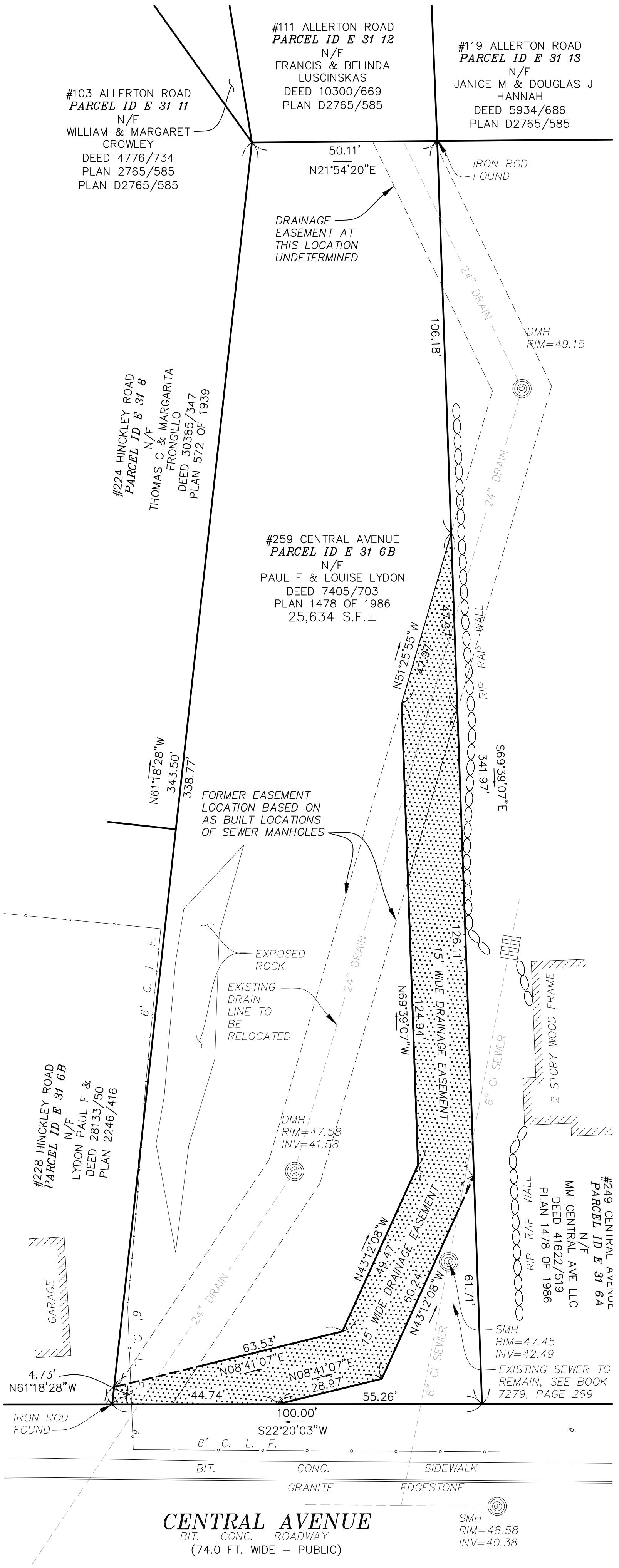


GREATER BOSTON SURVEYING AND ENGINEERING
19 FREDITH ROAD
WEYMOUTH, MA 02189
(781) 331-6128

CALC BY: PJT

DATE: SEPTEMBER 1, 2025

SCALE: 1"=20'



RESERVED FOR REGISTRY USE

PLAN 1478 OF 1986
RECORDED AT NORFOLK COUNTRY
REGISTRY OF DEEDS

I CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES DIVIDING EXISTING OWNERSHIPS AND THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

I CERTIFY THAT THIS PLAN HAS BEEN PREPARED IN CONFORMANCE
WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF
THE COMMONWEALTH OF MASSACHUSETTS.

PAUL J. TYRELL, PLS (#47839)

DATE

0 10 20 40 80

SCALE: 1"=20"

PLAN OF EASEMENT
259 CENTRAL AVENUE
MILTON, MASSACHUSETTS
(NORFOLK COUNTRY REGISTRY OF DEEDS)

PREPARED FOR
MR. GARETH BARR
29 SOUTH MUNROE TERRACE
BOSTON, MA 02122

GREATER BOSTON SURVEYING AND ENGINEERING
19 FREDITH ROAD
WEYMOUTH, MA 02189
(781) 331-6128

CALC BY: PJT

DATE: APRIL 20, 2025

SCALE: 1"=20'



TOWN OF MILTON COMMON VICTUALLER LICENSE APPLICATION

NEW

RENEWAL

NAME OF BUSINESS: Ichiro

ADDRESS OF BUSINESS: 538 Adams Street, Milton, MA 02186

BUSINESS OWNER/PARTNER/CORPORATE PRESIDENT: Li Pei Liang, President of Milton Sushi, Inc

NAME & RESIDENTIAL ADDRESS of Applicant: [REDACTED]

CONTACT INFORMATION: [REDACTED]

Telephone Number: [REDACTED]

E-Mail Address: [REDACTED]

PREVIOUSLY HELD LICENSES (Name of Establishment[s]):

ADDRESS(S) OF PREVIOUS ESTABLISHMENTS:

DATE(S) THAT LICENSE(S) WERE HELD:

**If a corporation, then a copy of the Articles of Corporation should be attached.*

PROPOSED MENU (NEW ONLY):

PROPOSED HOURS OF OPERATION (NEW ONLY):

DAY:	Sunday	FROM:	11:30 AM	TO:	9:30 PM
DAY:	Monday	FROM:	11:30 AM	TO:	9:30 PM
DAY:	Tuesday	FROM:	11:30 AM	TO:	9:30 PM
DAY:	Wednesday	FROM:	11:30 AM	TO:	9:30 PM

DAY:	Thursday	FROM:	11:30 AM	TO:	9:30 PM
DAY:	Friday	FROM:	11:30 AM	TO:	10:30 PM
DAY:	Saturday	FROM:	11:30 AM	TO:	10:30 PM

FLOOR SPACE (NEW ONLY):

CURRENT: 760 SQ. FT.
PROPOSED: 760 SQ. FT.

SEATING CAPACITY (NEW ONLY):

CURRENT: 19
PROPOSED: 19

NUMBER OF EMPLOYEES:

CURRENT: 6
PROPOSED: 6

PARKING AREA CAPACITY (NEW ONLY):

CURRENT SPACES: _____

Licensees who fail to correct non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIX/Chapter62c/Section49a>

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns, paid all state taxes as required under law, as well as taxes, fees, assessments, betterments or other municipal fees owed to the Town of Milton.

K 

92-3227560

SIGNATURE OF APPLICANT: OWNER/PARTNER CORPORATE OFFICER -Please include Tax Identification #

K T
SIGNATURE OF APPLICANT: CH

SIGNATURE OF APPLICANT: OWNER/PARTNER CORPORATE

Subject to the Conditions as imposed by the Select Board, the Town of Milton's Local Licensing Authority (LLA), this Common Victualler application has been approved this date.

Select Board



TOWN OF MILTON COMMON VICTUALLER LICENSE APPLICATION-
RENOVATION FORM (Only if applicable)

Please describe in detail all renovations that will be made and then sign and date below as indicated.
Please keep in mind that all renovations must comply with building and health code requirements.

None

[Signature]

[Signature]

Subject to the Conditions as imposed by the Select Board, the Town of Milton's Local Licensing Authority (LLA), the Common Victualler License has been approved this date _____.

Select Board

SELECT BOARD CODE OF CONDUCT

Purpose and Background:

The Select Board serves as the Chief Executive board of the Town, and as such oversees all matters affecting the interest and welfare of the community. The members of the Select Board adopt this Code of Conduct as a statement of our commitment to maintaining respectful discourse with fellow elected members, those who work for the Town, those who volunteer their time and services on behalf of the Town, and members of the public.

By adopting this code, Board members are setting expectations for the behavior of Select Board members at every meeting, forum, or other official interaction, in which we strive to treat every person fairly and respectfully regardless of any differences of opinion or personal feelings. This code provides a centralized standard of conduct for all Board members and was developed based on similar codes adopted by elected boards in many other communities. This code is intended to complement, not replace, the Milton Select Board Policies, as amended.

Applicability:

This policy and all its sections shall apply to individuals elected to the Board and covers all their actions and communications, including spoken and written communications, and all electronic communications including social media.

Code of Conduct:

Board members commit to acting honestly, conscientiously, reasonably, and in good faith at all times in all matters related to their responsibilities, the interests of the Town, and the welfare of its residents. Following the tradition of cooperation in Milton's town government, Board members strive to maintain a tone of collegiality and professionalism while acknowledging that there may sometimes be good faith disagreements concerning the best interests of the Town.

Board members refrain from communicating or acting in a disrespectful, abusive, and/or threatening manner toward members of the community, other elected or appointed officials, the Town Administrator or other Town staff. In addition to complying with the state Ethics Laws and Regulations, all Board members will fully comply with all Town Personnel Policies including the Town's Anti-Harassment and Sexual Harassment Policies.

Board members will follow the guidelines for conduct outlined below:

1. Conduct generally and in relation to the community:
 - a. Realize that the Board makes policy, with administration, management, and execution delegated to the Town Administrator.
 - b. Never purport to represent the opinion of the Board except when specifically authorized by a recorded vote to do so.

- c. Avoid the appearance of representing the Board in matters pertaining to the Town and the Board without prior discussion and authorization by the Board.
- d. Be well informed concerning the duties of a Board member on both local and state levels, and on municipal issues in Milton.
- e. Remember that Board members represent the entire community at all times.
- f. Accept the role of a member as a means of unselfish service not to benefit personally or politically from Board activities.
- g. Demonstrate respect for the public that you serve.
- h. Safeguard confidential information.
- i. Conduct yourself so as to maintain public confidence in our local government.
- j. Conduct official business in such a manner that you cannot be improperly influenced in the performance of your official duties.
- k. Unless specifically exempted, conduct the business of the public in a manner that promotes open and transparent government.
- l. Comply as fully as possible with all Town policies.
- m. Comply as fully as possible with all applicable laws, including, without limitation, the following:
 - i. The Open Meeting Law
 - ii. Ethics / Conflict of Interest (M.G.L. c.268A)

2. Conduct in relation to fellow Board Members

- a. Recognize the action at official legal meetings is binding and that Board members alone cannot bind the Board outside of such meetings.
- b. Make decisions only after all facts on a question have been presented and discussed.
- c. Refrain from committing to vote in a particular way on any matter that will come before the Board until the issue has been discussed during a Board meeting.
- d. Respect and abide by decisions made by a majority vote of the Board and do not seek to override the decision except by requesting the Board to revisit, rescind, or set aside the decision.
- e. Uphold the confidentiality of executive session and respect the privileged communication that exists in executive session.
- f. Act in a civil and professional manner at all Board meetings.
- g. Treat with respect the rights of all members of the Board despite differences of opinion.
- h. Concentrate all dialogue on the issue and refrain from personal comments or criticism, acknowledging that personal attacks have no place in our public discourse.
- i. Cooperate with the Chair of the Board in the conduct of all meetings.
- j. Be prepared for meetings by reviewing meeting materials and requesting additional information if necessary in order to facilitate efficient and effective Select Board meetings.
- k. Refrain from personal comments about a fellow Select Board member in public speech, in writing, or in electronic communications including social media.

3. Conduct in relation to Town staff and administration

- a. Endeavor to establish sound, clearly defined policies and goals that will direct and support the administration for the benefit of the staff and the community.
- b. Recognize that the Town Administrator, who is the Chief Administrative Officer of the Town, is responsible for day-to-day administration and execution of Town business.
- c. Recognize and support the administrative chain of command of the Town by:
 - i. Directing all questions for Town staff and/or requests for additional information only to the Town Administrator and/or Assistant Town Administrator;
 - ii. Refraining from giving instructions to, requesting assistance from, or relaying information to Town department heads and other staff, and instead, channel all such communications through the Town Administrator and/or Assistant Town Administrator, except in an emergency;
 - iii. Relaying any complaints regarding town operations to the Town Administrator and/or Assistant Town Administrator and refusing to act as an individual Board member outside the administration.
- d. Accord the Town Administrator full responsibility for discharging the Board's decisions and only pursue further action if explicitly assigned by the Board.
- e. Refrain from giving orders or directions to the Town Administrator or other staff members as an individual Board member.
- f. Treat all staff as professionals, with clear, honest communication that respects the abilities, experiences, and dignity of the individual.
- g. Never publicly criticize an individual employee. Concerns about staff performance should only be made in a private communication to the Town Administrator. Feedback on performance may be offered directly to the Town Administrator as part of their public performance review.
- h. Speak in a civil manner and refrain from harassing or bullying Town staff verbally, in writing, or in electronic communications including social media.
- i. Understand that employees should not be expected to take direction from any individual Member on any matter.
- j. Respect regular business days/hours when communicating with staff and/or making requests for a response or action.
- k. Support time management of Select Board office by providing materials and information in a timely manner and in advance whenever possible to help staff ensure that Board members receive information with sufficient notice.
- l. Express any concerns regarding the performance or actions of a staff person reporting to another Town board or committee solely to the chair of the board or committee to which the staff person reports, and not to the staff person directly. It is the Select Board's expectation that other Town boards and committees will communicate any concerns regarding Select Board staff to the chair of the Select Board, and not to the staff person directly.

4. Enforcement of the Code of Conduct

- a. The Board recognizes that it is its responsibility to enforce the Code of Conduct.
- b. Should a Board member believe that a colleague has violated this Code of Conduct, they may request that the Chair or Vice Chair place an item on a Select Board agenda so that the Board may discuss the member's concern and take any actions deemed necessary.
- c. During a meeting a member who acts in an inappropriate manner, is unruly or disorderly, may be ruled out of order by the Chair.
- d. Any Board member violating the Code of Conduct may be removed from committee assignments by the Board, and may be subject to public censure by the Board.

Adopted: _____

DRAFT

HINGHAM BOARD OF SELECTMEN

CODE OF CONDUCT

Introduction

The undersigned members of the Board of Selectmen adopt this Code as a guide to inform and govern our behavior toward each other, and toward town employees and volunteers, other government officials, and the people of Hingham. We have been elected by the citizens of Hingham to collectively exercise the executive authority of our town government, except for authority assigned to another board, committee or individual. In the exercise of our authority, we commit ourselves to the faithful execution of the laws of the Commonwealth and the Bylaws of the Town and to the implementation of Town Meeting decisions. We will strive to conduct ourselves in a collegial and professional manner, mindful that our guiding principle is to act in the best interests of the town after thorough preparation and careful consideration of relevant facts and circumstances, and mindful also that there may be good faith disagreements over where the best interests of the town may lie in any particular decision. We will strive to be the standard bearers of civil and productive discussion in our local governance. In addition to complying with the laws and regulations governing our office, including the letter and spirit of the State's Ethics Laws and Regulations, we will abide by this Code of Conduct.

A. Standards of Civility. We acknowledge that as individual members and as a Board our conduct influences the tone of discussion and debate on the issues before the town. We will treat each other, town employees and volunteers, and members of the general public with courtesy and respect. We subscribe to the tradition of our Town Meeting that "no speaker is allowed to indulge in personalities, but must confine his or her remarks to the matter before the meeting." Personal attacks have no place in public debate in Hingham and we will not engage in or condone such conduct or permit such personal attacks to occur at our meetings. We will likewise expect all town employees, committees and boards under the supervision of our Board to treat people with courtesy and respect and to conduct their business in a manner consistent with the principles of public discourse espoused in this Code.

B. Exercise of Board Authority. The authority of the Board can only be exercised as a Board. We will conduct the business of the town in a manner that is inclusive, transparent and professional. Except for matters properly taken up in executive session, all decisions of the Board will be made in public sessions and those sessions will ordinarily be broadcast by H-CAM. We will consider carefully the views expressed by each member of the Board and by those who appear before us and participate in our public hearings and meetings, mindful that we are not infallible and that the townspeople justifiably expect us to bring our collective, informed judgment to bear on the issues that come before the Board. We each represent the entire community and will strive to exercise our authority in the best interests of the town. No individual member can or should speak for the Board as a whole unless authorized to do so by the Board, nor should a member suggest or imply that the member speaks for the Board in the absence of authority to do so. Once a decision of the Board has been made, we will abide by that decision regardless of our individual vote until and unless the decision is rescinded or set aside.

We will strive to create an environment in which all committees and boards under the supervision of the Selectmen, or upon which a member of the Board may serve, are encouraged to exercise their best judgment in carrying out their charge or responsibility.

C. Conducting Town Business. We will abide by the Open Meeting Law and regulations and see that those requirements are communicated to and followed by all boards and committees within our supervision. In addition, we will adopt procedures to inform individuals serving the town at the request of the Board about the ethics and open meetings laws as well as our expectations for their service consistent with this Code.

We will post our meeting agendas in a timely fashion and in full compliance with the Open Meeting Law so that the public is informed of the matters to be considered at our meetings, the votes that may be taken, and whether or not we will enter and/or return from an executive session. We will be responsive to requests from the public for information to which the public is entitled and will post relevant public data on our website. We will endeavor to communicate openly and honestly and work together on the business of the town.

D. Relations with Town Administrator and Other Town Employees. The Board has previously voted to implement the Town Administrator Bylaw setting forth Town Meeting's expectation about the delegation of authority to the town administrator. We will oversee and evaluate the performance of the town administrator and work cooperatively with him or her on the business of the town. We will set policy objectives, while respecting the town administrator's responsibility to administer and supervise town departments. We understand that our role is primarily one of policy-making and general oversight of the town's executive branch, not one of day-to-day administration of the activities of town boards, departments, and employees. We will set policy goals at least annually and will undertake, direct, supervise, and delegate steps to implement those goals as appropriate. We will establish sound, clearly-defined policies so that the town administrator and staff are well informed as to the Board's expectations and direction.

We will respect and support the administrative chain of command. An individual member cannot make decisions for the Board, so we must work as a group to marshal the resources of the town to address citizens' concerns and needs. In practice, this means that in the event an individual member has a question or receives a complaint, question or concern from citizens or others, we will ordinarily work with the town administrator to get answers to our questions. Frequently it may be the town administrator who responds on behalf of the Board to the public about complaints and concerns. Members may communicate directly with department heads or employees on matters including town business. But individual members will avoid ordering specific actions or the expenditure of town resources or deployment of town employees because such instructions may be issued only by the Board as a whole or by the town administrator. Direct requests to town employees may have the unintended effect of hindering the effective function of the town and its departments, so board members will usually work through the chain of command to enlist the support and skills of town employees in addressing the needs of the community. Since it is important for all of us to be fully informed on matters affecting the town, we will (subject to any applicable confidentiality restriction) individually and as a Board share relevant information we have obtained ourselves or received from other sources with the town administrator and the town administrator will likewise keep members of the Board informed.

As provided by Hingham Bylaws and delegated by this Board, the town administrator has the authority for the general administration of town departments and specifically for the hiring, supervision and discipline and termination of all

town employees except those hiring and termination decisions reserved to the Board under the Bylaw. We recognize the division of authority and we will support and cultivate an environment of professional growth within all town departments. We understand that town employees work for the town and not for the Board itself. We further understand that the staff of the Selectmen's Office provides support to the Board as a whole. We will treat all employees as professionals, with clear, honest communication that reflects respect for the employee's abilities and experience and the dignity of the individual.

E. Relations with Members of the Public.

We encourage the public to communicate to us their questions, comments, constructive criticism, and suggestions about all aspects of town government and about our individual and collective performance. We suggest that with respect to specific operational concerns, citizens initially communicate directly with town departments or employees and/or with the town administrator. In the event the matter is not addressed satisfactorily, a citizen should feel free to communicate with the board or an individual selectman. Members will ordinarily field such complaints by asking the town administrator for a report (except for issues involving the town administrator personally, which will be dealt with pursuant to town personnel policies), with any additional investigation to be determined in the discretion of the Board. We will develop a protocol with the town administrator to receive complaints, questions or concerns from the public which protocol shall include an expectation that all members of the Board be informed of significant issues, that the town administrator set out a timeline for a response, and that each Board member be informed of the resolution or response in accordance with the established protocol. We intend to be responsive and accountable for our stewardship of the town and welcome all information, advice, and commentary that will assist us in fulfilling the responsibilities of our office.

Conclusion

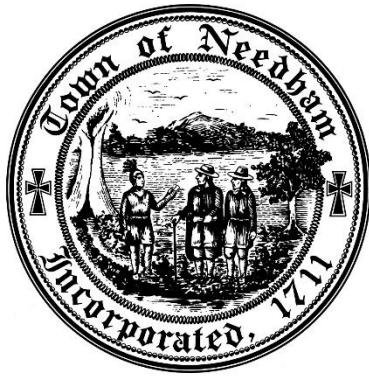
It is truly a privilege to serve as a member of the Board of Selectmen for the Town of Hingham. You, the citizens of the town, have placed your faith in us to serve in the best interests of the entire community. This Code is an expression of our expectations of one another and serves as our promise to you that we will strive to the best of our abilities to fulfill our duties as a Board in accordance with the highest standards of governance set by our predecessors since the founding of Hingham in 1635.

Code of Conduct Adopted September 3, 2015,

Paul Healey
Paul Healey, Chair

Paul Gannon
Paul Gannon

Mary Power
Mary Power



Town of Needham

Select Board Code of Conduct

Adopted: March 14, 2023

In its role as a primary governing body for the Town of Needham, the Select Board establishes the following Code of Conduct. This self-enforcing set of guidelines is designed to supplement all relevant state laws and regulations governing the conduct of public bodies and elected officials, to include (but not limited to) the Open Meeting Law ([G.L. c.30A, §§18-25](#)), the Public Records Law ([G.L. c.66](#)), the Campaign Finance Law ([G.L. c.55](#)), and the Conflict of Interest Law ([G.L. c.268A](#)). Members are expected to familiarize themselves with and adhere to both the above listed laws and other relevant statutes. The purpose of this Code of Conduct is to set forth the Board's expectations of member conduct and responsibilities, as well as to maintain public trust in the Select Board and Town government.

1. General

1.1 Select Board members will act honestly, conscientiously, reasonably, and in good faith at all times having regard to their responsibilities, the interests of the Town, and the welfare of its residents.

1.2 Select Board members will conduct themselves in a manner that cultivates an environment of dignity and mutual respect, in which every person feels welcomed, safe, and valued.

1.3 All members of the Select Board will fully comply with all applicable Town personnel policies, to include (but not limited to) Policies #202 ([Sexual Harassment](#)), #205 ([Harassment of Individuals in Protected Classes](#)), and #426 ([Workplace Violence Policy](#)).

2. Preparation for Meetings

2.1 All members of the Select Board will arrive for meetings having prepared themselves for discussion on any and all items scheduled to be discussed on the agenda.

2.2 Pursuant to the Open Meeting Law, members will limit discussion of agenda items and matters within the Select Board's jurisdiction outside of posted public meetings. This includes, for example, refraining from discussion of agenda topics and matters within the Select Board's jurisdiction with more than one other member outside of a public meeting.

This includes discourse and deliberation on such topics in person, via email, using messaging tools, or posting on social media.

2.3 In preparation for public meetings, members will refrain from taking public stances on pending agenda items and are encouraged to enter each meeting open-minded, ready to hear new information.

2.4 Members will notify the Chair and Office of the Town Manager as soon as possible if they are unable to attend a scheduled meeting or require remote participation, if permitted by Select Board Member Remote Participation in Public Meetings Policy ([SB-ADMIN-008](#)), Office of the Attorney General regulations governing remote participation in public meetings ([940 CMR 29.10](#)), the Open Meeting Law ([G.L. c.30A, §§18-25](#)), and any other applicable regulation or law governing remote participation.

3. Conduct at Meetings

3.1 The Select Board seeks to be a deliberative body in which various opinions may be shared in an environment of dignity and respect. The Board understands that there is space for disagreement amongst its members, but that dissent and debate will take place in a civil manner with a focus on policy over personality.

3.2 Board members will refrain from comments on the individual personality or character of a fellow Board member, other Town elected or appointed official, and Town staff.

3.3 Members will not use messaging apps or other media to communicate with each other in private during Select Board meetings.

3.4 In accordance with the purpose of [G.L. c.30A, §22\(f\)](#), following all Executive Sessions, members will keep the contents of discussions privileged and confidential unless and until the minutes of said session are released to the public.

3.5 Further, in accordance with [G.L. c.268A, §23\(c\)\(1\) and \(2\)](#), members will refrain from disclosing confidential information gained by reason of their official position or duties.

3.6 The Chair or individual Board members are expected to immediately address conduct or language by invited participants and members of the public who are disrespectful, demeaning, inappropriate, or otherwise in violation of community standards.

3.7 The Board affirms that its members will act in good faith to share all relevant information they may have to contribute to a discussion and will disclose to other

members and the public any conflicts of interest, either actual or perceived, in matters before the Board.

3.8 In response to a self-identified determined or perceived conflict of interest by a Board member, it is incumbent upon said Board member to seek advice from the State Ethics Commission and/or Town Counsel before participating in the particular matter. Further, a Board member is always welcome to obtain a written opinion from the State Ethics Commission and/or Town Counsel before participating in a matter when they believe a written opinion would be beneficial to their potential participation in the matter.

3.9 Should a Board member believe a colleague may be in jeopardy of violating State Ethics Law, they should inform that member before the Board discusses the agenda item in question as both a courtesy and opportunity for education.

3.10 Should a Board member believe that a colleague has violated this Code of Conduct, they may request that the Chair place an item on a Select Board agenda so that the Board may discuss the member's concern and take any actions deemed necessary.

4. Conduct Outside of Meetings

4.1 Members of the Select Board are always permitted to voice their opinions on issues at hand in their capacity as a private citizen or candidate for office. In these capacities, members may participate in partisan political events, take positions on candidates for office or ballot measure, and other related actions, but must exercise care to ensure that they are speaking on behalf of themselves in their private capacity, and not as a member or representative of the Select Board. Members are encouraged to seek advice from Town Counsel or the State Ethics Commission if they have questions.

4.2 When acting in their capacity as members of the Select Board, members should speak on behalf of the Board's decisions and actions, even when their personal position was not in the majority opinion. If a member is attending an event as a private citizen, members of the public still may address them in their official capacity – in this circumstance, members should take care to represent the Board in their official capacity.

4.3 At times, the Select Board may be asked to attend community events. The Select Board Chair will designate a member (or members) to attend. Some of these events may involve a cost to the attending member(s). The member's annual stipend is expected to cover the cost of such events. In other cases, members may attend events for which they are offered free admission to events in exchange for providing a service (e.g. moderating a panel or acting as master of ceremonies). Without limiting the foregoing expectations, members should consult Town Counsel or the State Ethics Commission before accepting payment for, or waiver of, fees for admission to an event from outside persons or organizations.

4.4 When the Board as a body is asked questions by the public (through email, mail, or other means), the Chair will either respond directly or designate a Board member to respond. If the question is related to the operations of Town government, the Chair may ask the Town Manager to respond on behalf of the Board.

5. Policymaking versus Administration of Policy

5.1 The Select Board is a policymaking body and appoints the Town Manager to oversee administration of the Town government. Members will generally direct questions or concerns relative to Town government operations to the Town Manager.

6. Use of Town Counsel

6.1 Members of the Select Board will engage with Town Counsel to resolve any questions they may have relating to potential or perceived conflicts of interest, and regarding rules and requirements of the Board as a public body subject to relevant state law.

7. Public Records

7.1 Members will archive and provide upon request any documents, texts, emails, or other communications contained or stored by the member on their premises, private devices, or private accounts that constitute public records in accordance with relevant law and regulation, to include (but not limited to) the Public Records Law ([G.L. c.66](#)); Statutes ([G.L. c.4](#)); and Office of the Secretary of the Commonwealth regulations governing public records access ([950 CMR 32](#)).

7.2 Members shall not delete such documents, texts, emails, or other communications, whether stored on Town-issued or private email systems or devices, unless it is in accordance with the [Municipal Records Retention Schedule](#).

8. Trainings and Acknowledgements

8.1 All members are required to complete the initial and bi-annual Conflict of Interest Law education requirements as mandated by the State Ethics Commission. Members are encouraged to take advantage of the confidential phone advice provided by the State Ethics Commission (617-371-9500) and to periodically review "The Summary of the Conflict of Interest Law for Municipal Employees" and "The Municipal Officials Guide to Avoiding Conflicts of Interest" to be cognizant of any potential ethical issue.

8.2 All new members are required to complete the Certificate of Receipt of Open Meeting Law materials as required by the Office of the Attorney General.

AGREED TO BY:

Member, Needham Select Board

Date: _____



TOWN OF ROCKLAND

Select Board CODE OF CONDUCT

The undersigned members of the Select Board adopt this Code as a guide to inform and govern our behavior toward each other, and toward town employees and volunteers, other government officials, and the citizens businesses and taxpayers of Rockland. We have been elected by the citizens of Rockland to collectively exercise the powers and duties conferred upon us by the constitution and general laws of the commonwealth and by the Town Charter, except for authority assigned to another board, committee or individual. In the exercise of our authority, we commit ourselves to the faithful execution of the laws of the Commonwealth and the Charter of the Town and to the implementation of Town Meeting decisions. We will strive to conduct ourselves in a collegial and professional manner, mindful that our guiding principle is to act in the best interests of the town after thorough preparation and careful consideration of relevant facts and circumstances, and mindful also that there may be good faith disagreements over where the best interests of the town may lie within any decisions. We will strive to be the standard bearers of civil and productive discussion in our local governance. In addition to complying with the laws and regulation governing our office, including the letter and spirit of the State's Ethics Laws and Regulations, we will abide by this Code of Conduct. This policy shall be reaffirmed annually following each year's organizational meeting.

Definition and Applicability. As incorporated in the Code of Conduct:

- The term “the board” and “the Selectmen” shall apply to the Select Board
- The term “member” shall apply to an individual of the Select Board
- The term “official” shall apply to a Select Board member or a member appointed by the Select Board or the Town Administrator
- All members of the board are subject to this policy.
- All commissions, committee and board members appointed by the Board are subject to this Code of Conduct

Standards of Civility. We acknowledge that as individual members and as a Board, our conduct influences the tone of discussion and debate on the issues before the town. We will treat each other, town employees, town volunteers, and members of the general public with courtesy and respect. We subscribe to the tradition of our Town Meeting that “no speaker will be allowed to indulge in personalities and must confine his or her remarks to the matter before the meeting”. Personal attacks have no place in public debate in Rockland and we will not engage in nor condone such conduct or permit such personal attacks to occur at our meetings. We will likewise expect all town employees, committees and boards who attend our meetings to treat people with courtesy and respect.

Exercise of Board Authority. The authority of the Board can only be exercised as a Board. We will conduct the business of the town in a manner that is inclusive, transparent, and professional. Except for matters properly taken up in executive session, all decisions of the Board will be made in public. We will consider carefully the views expressed by each member of the Board and by those who appear before us and participate in our public hearings and meetings, mindful that we are not infallible and that the townspeople justifiably expect us to bring our collective, informed judgement to bear issues that come before the Board. We each represent the entire community and will strive to exercise our authority in the best interests of the town. Nothing in this policy shall be construed to limit an individual board member's right to express their opinion before or after a vote. Nothing in this policy shall prevent a member from joining any organization for or against a proposal. No individual member can or should speak for the Board as a whole unless authorized to do so by the Board, nor should a member suggest or imply that the member speaks for the Board in the absence of authority to do so. Once a decision of the Board has been made, we will abide by that decision regardless of our individual vote until and unless the decision is rescinded, set aside or amended.

We will strive to create an environment in which all committees and boards under the supervision of the Select Board, or upon which a member of the Board may serve, are encouraged to exercise their best judgement in carrying out their charge or responsibility.

Conducting Town Business. We will abide by the Open Meeting Law and regulations and see that those requirements are communicated to and followed by all boards and committees within our supervision. In addition, we will adopt procedures to inform individuals serving the town at the request of the Board about the ethics and open meeting laws as well as our expectations for their service consistent with this Code.

We will post our meeting agendas in a timely fashion and in full compliance with the Open Meeting Law so that the public is informed of the matters to be considered at our meetings, the votes that may be taken, and whether we will enter and/or return from an executive session. We will be responsive to requests from the public for information to which the public is entitled and will post relevant public data on our website. We will endeavor to communicate openly and honestly and work together on the business of the town.

Relations with Town Administrator and Other Town Employees. The Board has previously voted to implement the Town Charter setting forth Town Meeting's expectation about the delegation of authority to the Town Administrator. We will oversee and evaluate the performance of the Town Administrator and work cooperatively with him or her on the business of the town. We will set policy objectives, while respecting the Town Administrator's responsibility to administer and supervise town departments. We understand that our role is primarily one of policy making and general oversight as the town's executive branch, not one of day-to-day administration of the activities of town boards, departments, and employees. We will set policy goals for the Select Board annually and will undertake, direct, supervise, and delegate steps among the members of the Board to implement those goals as appropriate. We will establish sound, clearly defined policies so that the town administration and the public are well informed as to the Board's expectations within their authority under the current Town of Rockland Charter.

We will respect and support the administrative chain of command. An individual member cannot make decisions for the Board, so we must work as a group to marshal the resources of the town to address citizens' concerns and needs. In practice, this means that in the event an individual member has a question or receives a complaint, question or concern from citizens or others, we will work with the Town Administrator to get answers to our questions. Frequently, it may be the Town Administrator who responds on behalf of the Board to the public about complaints and concerns.

Members shall communicate directly with the Town Administrator or Assistant Town Administrator. Individual members will not order specific actions or the expenditure of town resources or deployment of town employees because such instructions may be issued only by the Town Administrator or Board, or by vote of Town Meeting as appropriate. Board members shall work through the chain of command, specifically through the Town Administrator or Assistant Town Administrator to enlist the support and skills of town employees in addressing the needs of the community. Since it is important for all of us to be fully informed on matters affecting the town, we will (subject to any applicable confidentiality restriction) individually and as a Board share relevant information, we have obtained ourselves or received from other sources with the Town Administrator and the Town Administrator will likewise keep members of the Board informed.

As provided by the Rockland Charter the Town Administrator has the authority for the general administration of town departments and specifically for the hiring, supervision, discipline, and termination of all town employees except those hiring and termination decisions reserved to the Board under the Charter.

We recognize the division of authority, and we will support and cultivate an environment of professional growth within all town departments. We understand that town employees work for the Town and not for the Board. We further understand that the staff of the Select Board's Office provides support to the Board as a whole. We will treat all employees as professionals, with clear, honest communication that reflects respect for the employee's abilities and experience and the dignity of the individual.

Relations with Media. Besides the Chairperson who may need to explain existing board policies, individual members will refrain from communicating the position of the Board to reporters or any media source unless the full Board has previously agreed on both the position and the language of the statement.

Relations with Members of the Public. We encourage the public to communicate to us their questions, comments, constructive criticism, and suggestions about all aspects of town government and about our individual and collective performance. We suggest that with respect to specific operational concerns, citizens initially communicate directly with the Town Administrator or with Assistant Town Administrator. In the event the matter is not addressed satisfactorily, a citizen should feel free to communicate with the board or an individual Select Board Member. Members will ordinarily field such complaints by asking the Town Administrator for a report (except for issues involving the Town Administrator personally, which will be dealt with pursuant to the town personnel policies), with any additional investigation to be determined in the discretion and within the authority of the Board. We will develop a protocol with the Town Administrator to receive complaints, questions or concerns from the public. That protocol shall include an expectation that all members of the Board be informed of significant issues, that the Town Administrator set out a timeline for a response, and that each Board member be informed of the resolution or response in accordance with the established protocol. We intend to be responsive and accountable for our stewardship of the town and welcome all information, advice, and commentary that will assist us in fulfilling the responsibilities of our office.

Conclusion

It is a true pleasure to serve as a member of the Select Board for the Town of Rockland. You, the citizens of the town, have placed your faith in us to serve in the best interests of the entire community. This Code is an expression of our expectations of one another and serves as our promise to you that we will strive to the best of our abilities to fulfill our duties as a Board in accordance with highest standards of governance set by our predecessors since the founding of Rockland in 1874.

Rockland Select Board

Tiffanie Needham
Chair

Chair

Vice Chair

Member

Member

Member

Member

Donna Shostall

None

Member

Member

10/1/24
Date

Date _____

10/1/24

170

10/1/24

P.4

10/1/24

11/0

10/1/24

Date _____



Town of Sudbury

Select Board
www.sudbury.ma.us/selectboard

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756
selectboard@sudbury.ma.us

CODE OF CONDUCT POLICY

(Adopted 12/3/24)

I. Purpose

All individuals elected and/or appointed to a Town board, commission, or committee (hereinafter "Members") are expected to maintain and enforce respectful discourse with their fellow Members, with those who work for the Town, those who volunteer their time and services on behalf of the Town, and members of the public, by striving at every meeting, forum, or other official interaction, to treat every person fairly and with respect regardless of any differences of opinion.

This policy provides an expected standard of conduct for all elected and appointed Members in the Town.

II. Applicability

This policy is intended to apply to all Members acting on behalf of the Town of Sudbury and covers all of their actions and communications whether spoken or written, including, but not limited to, all electronic communications including social media and any other form of "press" interaction (newspapers, for example).

III. Code of Conduct

All Members are expected to act honestly, conscientiously, reasonably, and in good faith at all times with regard to their responsibilities, the interests of the Town, and the welfare of its residents.

Members must refrain from communicating or acting in a disrespectful, abusive and/or threatening manner towards members of the community, other elected or appointed officials, the Town Manager or Town Staff.

A. Conduct Generally and in Relation to the Community

- a. Be well-informed concerning local and state duties as a committee member.
- b. Never purport to represent the opinion or position of your committee except when specifically authorized to do so by a

recorded vote of your committee. If you are not officially representing the opinion or position of your committee, you may state that you are a member of the committee, however you are “speaking for yourself” or “on your own behalf.”

- c. Accept your position as a means of unselfish public service, not to benefit personally, professionally, or financially from your committee position.
- d. Recognize that the chief function of local government at all times is to serve the best interests of the town.
- e. Demonstrate respect for the public that you serve.
- f. Safeguard confidential information.
- g. Conduct yourself so as to maintain public confidence in our local government.
- h. Conduct official business in such a manner that you cannot be improperly influenced in the performance of your official duties.
- i. Unless specifically exempted, conduct the business of the public in a manner that promotes open and transparent government.
- j. Comply as fully as possible with all Town policies, including but not limited to:
 - i. Discriminatory Harassment Policy & Procedures (<https://sudbury.ma.us/hr/town-of-sudbury-discriminatoryharassmentpolicyandprocedures-updated-5-24-23>)
 - ii. Anti-Fraud Policy (<https://sudbury.ma.us/hr/anti-fraud-policy-7-27-11/>)
- k. Comply as fully as possible with all applicable laws, including, but not limited to, the following:
 - i. The Open Meeting Law (G.L. c. 30A, ss. 18-25)
 - ii. Procurement Laws (G.L. c. 30B, c. 149, c. 30, s. 39M)
 - iii. The Ethics/Conflict of Interest Laws (G.L. c. 268A)

B. Conduct in Relation to other elected and appointed officials

- a. Treat all Members with respect despite differences of opinion, keeping in mind that professional respect does not preclude honest differences of opinion but requires respect within those differences.
- b. Participate and interact in official meetings with dignity and decorum fitting those who hold a position of public trust.
- c. Recognize your responsibility to attend all meetings to assure a quorum and promptly notify the Chair should you for any reason be unable or unwilling to attend or continue to serve.
- d. Recognize the expectation of attendance of at least seventy-five percent of committee meetings over a calendar quarter. Members are requested to resign if they cannot meet the attendance expectation. Extenuating circumstances will be taken into consideration; however, Town bylaws and/or state law may apply.
- e. Formal notice to resign from a committee requires written notification to the Town Clerk.
- f. Recognize that action at official meetings is binding and that you alone cannot bind the committee outside of such meetings.
- g. Refrain from making statements or promises as to how you will vote on quasi-judicial matters that will come before the committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting.
- h. Uphold the intent and legal requirements of meetings held in Executive Session and respect the privileged or otherwise protected communication that exists in executive session.
- i. Make decisions only after all facts on a question have been presented and discussed.

C. Conduct in Relation to the Town Manager

- a. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside that chain of command.
- b. Give the Town Manager full responsibility for discharging their duties and disposition and/or solutions on any particular matter.

- c. Refrain from giving orders or direction to the Town Manager for action as an individual committee member.
- d. Refrain from providing information to the Town Manager that you would not be willing to share with other committee members.

D. Conduct in Relation to Town Staff

- a. Treat all staff as professionals and respect the abilities, experience, and dignity of each individual.
- b. Refrain from giving instructions to or requesting assistance from Town staff but rather channel all such activities through the Town Manager.
- c. Never publicly criticize an individual employee or a Town department. Concerns about staff performance should only be made to the Town Manager through private communication.
- d. Officials who interact with Town staff must do so in a respectful manner and understand that employees should not be expected to take direction from any individual Member on any matter.

IV. Removal from Office for Appointed Officials

In the circumstances of repetitive or extreme misconduct, a Member may recommend the removal of another Member. The recommendation shall first be to the Chair who shall discuss the issue with the identified Member. If the issue is not resolved, it may be further raised with the Town Manager. The Town Manager shall review and recommend to the appointing authority whether removal is warranted, while considering extenuating circumstances.

Formal removal as a Member will be governed by applicable Town bylaws or state law.

V. Distribution and Education

The Town Clerk shall provide a copy of this policy, the Town's Discriminatory Harassment Policy and Procedure, and the Anti-fraud policy to all elected and appointed officials upon administration of the oath of office.

Each Member shall sign a statement that they have received and read this policy and will comply with all requirements set forth in this policy. In the event that any Member declines to sign the form, that fact shall be noted by the Town Clerk on the form.

Administrative Policy and Procedure	Select Board CODE OF CONDUCT Approved March 11, 2025
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PURPOSE AND BACKGROUND:

The Select Board serves as the Chief Executive board of the Town, and as such oversees all matters affecting the interest and welfare of the community. The members of the Select Board adopt this Code of Conduct as a statement of our commitment to maintaining respectful discourse with fellow elected members, those who work for the Town, those who volunteer their time and services on behalf of the Town, and members of the public. By adopting this code, Board members are setting expectations for the behavior of Select Board members at every meeting, forum, or other official interaction, in which we strive to treat every person fairly and respectfully regardless of any differences of opinion or personal feelings.

This code provides a centralized standard of conduct for all Board members and was developed based on similar codes adopted by elected boards in many other communities and recommended by MIIA. This code is intended to complement, not replace, the Wellesley Board of Selectmen Policies and Procedures Manual (adopted January 2018).

APPLICABILITY:

This policy and all its sections shall apply to individuals elected to the Board and covers all their actions and communications, including spoken and written communications, and all electronic communications including social media.

CODE OF CONDUCT:

Board members commit to acting honestly, conscientiously, reasonably, and in good faith at all times in all matters related to their responsibilities, the interests of the Town, and the welfare of its residents. Following the tradition of cooperation in Wellesley's town government, Board members strive to maintain a tone of collegiality and professionalism while acknowledging that there may sometimes be good faith disagreements concerning the best interests of the Town.

Board members refrain from communicating or acting in a disrespectful, abusive, and/or threatening manner toward members of the community, other elected or appointed officials, the Executive Director of General Government Services ("Executive Director") or other Town staff. In addition to complying with the state Ethics Laws and Regulations, all Board members will fully comply with all Town Personnel Policies including the Town's [Discrimination Harassment and Retaliation Policy](#).

Board members will follow the guidelines for conduct outlined below.

A. Conduct generally and in relation to the community:

- Realize that the Board makes policy, with administration, management, and execution delegated to the Executive Director.

- Realize that Board members are one of a team and should respect, abide by, and carry out, all Board decisions once they are made.
- Never purport to represent the opinion of the Board except when specifically authorized by a recorded vote to do so.
- Avoid the appearance of representing the Board in matters pertaining to the Town and the Board without prior discussion and authorization by the Board.
- Be well informed concerning the duties of a Board member on both local and state levels, and on municipal issues in Wellesley.
- Remember that Board members represent the entire community at all times.
- Accept the role of a member as a means of unselfish service not to benefit personally or politically from Board activities.
- Demonstrate respect for the public that you serve.
- Safeguard confidential information.
- Conduct yourself so as to maintain public confidence in our local government.
- Conduct official business in such a manner that you cannot be improperly influenced in the performance of your official duties.
- Unless specifically exempted, conduct the business of the public in a manner that promotes open and transparent government.
- Comply as fully as possible with all Town policies.
- Comply as fully as possible with all applicable laws, including, without limitation, the following:
 - [The Open Meeting Law](#)
 - Procurement Laws
 - [The Ethics/Conflict of Interest Statute \(G.L. c.268A\)](#)

B. Conduct in relation to fellow Board members:

- Recognize the action at official legal meetings is binding and that Board members alone cannot bind the Board outside of such meetings.
- Make decisions only after all facts on a question have been presented and discussed.
- Refrain from committing to vote in a particular way on any matter that will come before the Board until the issue has been discussed during a Board meeting.
- Respect and abide by decisions made by a majority vote of the Board and do not seek to override the decision except by requesting the Board to revisit, rescind, or set aside the decision.
- Uphold the confidentiality of executive session and respect the privileged communication that exists in executive session.
- Act in a civil and professional manner at all Board meetings.
- Treat with respect the rights of all members of the Board despite differences of opinion.
- Concentrate all dialogue on the issue and refrain from personal comments or criticism, acknowledging that personal attacks have no place in our public discourse.

- Cooperate with the Chair of the Board in the conduct of all meetings.
- Refrain from personal comments about a fellow Select Board member in public speech, in writing, or in electronic communications including social media.
- Observe the Town Meeting guideline that “the good faith of no one should be questioned.” ([appendix c - Town of Wellesley](#))

Conduct in relation to Town staff and administration:

- Endeavor to establish sound, clearly defined policies and goals that will direct and support the administration for the benefit of the staff and the community.
- Recognize the Executive Director of General Government Services, who is the Chief Operating Officer of the Town is responsible for day-to-day administration and execution of Town business.
- Recognize and support the administrative chain of command within the Select Board Departments by
 - Directing all questions for Town staff and/or requests for additional information only to the Executive Director and/or Assistant Executive Director;
 - Refraining from giving instructions to, requesting assistance from, or relaying information to Town department heads and other staff, and instead, channel all such communications through the Executive Director and/or Assistant Executive Director, except in an emergency;
 - Relaying any complaints regarding town operations to the Executive Director and/or Assistant Executive Director and refusing to act as an individual Board member outside the administration.
- Accord the Executive Director full responsibility for discharging the Board’s decisions and only pursue further action if explicitly assigned by the Board or the Chair.
- Refrain from giving orders or directions to the Executive Director or other staff members as an individual Board member.
- Treat all staff as professionals, with clear, honest communication that respects the abilities, experiences, and dignity of the individual.
- Never publicly criticize an individual employee. Concerns about staff performance should only be made in a private communication to the Executive Director. (Feedback on performance may be offered directly to the Executive Director and Police Chief as part of their public performance review.)
- Speak in a civil manner and refrain from harassing or bullying Town staff verbally, in writing, or in electronic communications including social media.
- Respect regular business days/hours when communicating with staff and/or making requests for a response or action.
- Support time management of Select Board office by providing materials and information in a timely manner and in advance whenever possible to help staff ensure that Board members receive information with sufficient notice.
- Express any concerns regarding the performance or actions of a staff person reporting to another Town board or committee solely to the chair of the board or

committee to which the staff person reports, and not to the staff person directly. It is the Select Board's expectation that other Town boards and committees will communicate any concerns regarding Select Board staff to the chair of the Select Board, and not to the staff person directly.

C. Enforcement of the Code of Conduct:

- The Board shall enforce the Code of Conduct.
- During a meeting a member who acts in an inappropriate manner, is unruly or disorderly, may be ruled out of order by the Chair.
- Any Board member violating the Code of Conduct may be removed from assignments by the Chair, and may be subject to public censure by the Board.

-

APPROVED BY THE SELECT BOARD ON

Original date: MAY 2, 2023, Lise M. Olney (Chair) Thomas H. Ulfelder (Vice Chair), Elizabeth Sullivan Woods (Secretary), Colette E. Aufranc, Ann-Mara S. Lanza

Reapproved date: March 11, 2025, Colette E. Aufranc (Chair), Marjorie R. Freiman (Vice Chair), Thomas H. Ulfelder (Secretary), Elizabeth Sullivan Woods, Kenneth C. Largess, III

Proclamation

WHEREAS,

Childhood cancer remains an urgent health crisis and the most common cause of death by disease among children in the United States; and

WHEREAS,

the causes of childhood cancer are still largely unknown, and the rates of common cancer differ by age and ethnicity; underscoring the importance of furthering research to better understand and determine how to adjust treatment to the unique needs of children, as well as the long-term health issues often faced by childhood cancer survivors; and

WHEREAS,

according to the Center for Disease Control and Prevention, approximately 15,000 kids under the age of 20 are diagnosed with cancer in the United States each year; and

WHEREAS,

Massachusetts is home to renowned cancer care. Doctors, nurses and researchers work every day to advance treatment options and offer hope to families, while organizations across the Commonwealth provide vital support and advocacy on behalf of children fighting cancer; and

WHEREAS,

symbolized by the color gold, Childhood Cancer Awareness Month provides our community with the opportunity to stand united with the young heroes who face the disease with incredible courage, to celebrate survivors, to support families currently in the fight and to honor those we have lost too soon, especially Michael C. McHugh and Emily L Butt;

NOW, THEREFORE, We, the Milton Select Board do hereby proclaim September 2025 as

*Milton Glows Gold in recognition of
Childhood Cancer Awareness Month*

GIVEN THIS DAY, Tuesday, September 9, 2025

Signed by the Chair on behalf of the Milton Select Board

Benjamin D. Zoll

Winston A. Daley
Meghan E. Haggerty
Richard G. Wells, Jr.

POLICY, PERMIT APPLICATION AND RELEASE FOR USE OF THE TOWN GREEN AND/OR THE BARON HUGO GAZEBO

POLICY

1. Applicants shall complete and then submit all pages of this application to the Town Administrator's Office.
2. Applications shall be submitted to the Town Administrator at least two (2) weeks in advance of the proposed use unless the nature of the proposed use prevents submittal within that time, in which case an application shall be submitted no less than three (3) business days before the proposed use.
3. A completed application does not constitute approval.
4. Applications shall be reviewed by the Town Administrator in consultation with the Police Department, Fire Department, Department of Public Works and the Director of the Board of Health to determine if any conditions are necessary to preserve public safety or public health.
5. The applicant may be charged for the cost to the Town of any Public Safety or Public Health precautions recommended by the Police Department, Fire Department, Department of Public Works or the Director of the Board of Health to preserve public safety or public health.
6. A fee of \$100 will be charged to all non-resident applicants for use of the Baron Hugo Gazebo. These monies will be deposited into the Baron Hugo Gazebo Fund and used for maintenance of the Baron Hugo Gazebo. Resident applicants may make a donation to the Baron Hugo Gazebo Fund. This section of the Policy shall not apply to use by the Town.
7. The Applicant may be required to provide additional information regarding its proposed use of the Town Green and/or the Baron Hugo Gazebo, including, but not limited to, an event site plan.
8. The Town Administrator may require the applicant to provide proof of insurance. In that event, the applicant will be required to provide proof of general commercial liability insurance in the amount of \$1,000,000.00 per occurrence, which insurance shall name the Town of Milton as an additional insured and provide coverage for the proposed use.
9. All Federal, State and Town of Milton laws, regulations and orders shall remain in full force and effect and shall not be altered in the event that a permit is granted.
10. All approvals must be voted by the Select Board, unless the timing of the application does not permit review of the application at a meeting of the Select Board prior to the date of the proposed use, in which case the application shall be subject to the approval of the Town Administrator.

POLICY, PERMIT APPLICATION AND RELEASE FOR USE OF THE TOWN GREEN AND/OR THE BARON HUGO GAZEBO

11. The Town Administrator may revoke or terminate a permit if the Applicant fails to comply with any or all of the conditions of the Applicant's permit or any Federal, State or Town of Milton laws, regulations or orders.
12. The Applicant and/or its designee must be on the premises during the entire duration of the event.
13. The Applicant shall be responsible for any damage to the Town Green, the Baron Hugo Gazebo or any adjacent Town property that occurs during the event.
14. A copy of an approved application must be present when using the Town Green or the Baron Hugo Gazebo.
15. Unless expressly permitted by the Select Board, in its sole discretion, use of the Town Green and/or the Baron Hugo Gazebo is not permitted before 9:00 A.M. or after dusk.
16. Approval or denial of an application for use of the Town Green and/or the Baron Hugo Gazebo shall not constitute or imply an endorsement, recommendation, opinion, or favoring by the Select Board, the Town Administrator or the Town of Milton of the proposed use in any way
17. This policy was adopted by the Select Board on September 16, 2020.

POLICY, PERMIT APPLICATION AND RELEASE FOR USE OF THE TOWN GREEN AND/OR THE BARON HUGO GAZEBO

APPLICATION

Applicant's Name: Bao Qiu

Applicant's Address: 353 Pleasant Street

Applicant's Phone: 617-642-7713

Description of proposed use:_(Please provide as much detail as possible.)

The Milton Asian American and Pacific Islanders (AAPI) Neighbors group is a non-profit formed by local Milton residents who are identified as an AAPI member or ally. With the funding from the MassCultural Council, the Milton AAPI Neighbors would like to host this year's Mid-Autumn Moon Festival (official day on Oct 6th) at the Town Green and Baron Hugo on Saturday, October 4th, 5-7pm, with 1 hour before the event to set up and 30 minutes afterward to clean up.

Milton AAPI Neighbors would like to invite all Milton residents to enjoy free mooncakes, tea or water, and read some picture books about the Moon Festival to learn more about this festival that is widely celebrated in East Asia. Participants can create their own paper lantern and mooncake to take home. Enjoy relaxing music, play some lawn games, and paint your face as a bunny symbolizing the Jade Rabbit living on the moon with Chang'E – the Moon Goddess. Since this event happens during dinner time, we are planning to have a limited amount of individually packaged food items and special bottled drinks (ingredients clearly labeled) available for purchase to offset cost and fund for future events.

Proposed Event Date: Saturday 10/4/2025

Proposed Event Start Time: 5pm

Proposed Event End Time: 7pm

Number of Guests and/or Attendees: 50 to 75

The Applicant certifies that he/she has read the foregoing policy and agrees to comply therewith, that all of the information provided in this application is true and correct, and that the applicant shall abide by any conditions of this permit.

Signature of Applicant:

Date: 9/2/2025

Printed Name: Bao Qiu

Printed Title: Founder of the Milton AAPI Neighbors Group

-----For Completion by the Select Board/Town Administrator-----

Approved by: _____
Select Board / Town Administrator _____
Date _____

Conditions of Approval: _____

Use Charge(s): _____

POLICY, PERMIT APPLICATION AND RELEASE FOR USE OF THE TOWN GREEN AND/OR THE BARON HUGO GAZEBO

RELEASE AND INDEMNITY AGREEMENT

I, Bao Qiu, of 353 Pleasant Street,

(Applicant Name) (Applicant Address)

in consideration of the grant of permission to use the Town Green and/or the Baron Hugo Gazebo located in front of the Milton Town Office Building at 525 Canton Ave, Milton, MA 02186 for the purpose of Mid-Autumn Festival Celebration on the date of October 4th, 2025 (Saturday), (Description of event) (Date) forever release, indemnify and hold harmless the Town of Milton, Massachusetts, and all of its officers, employees, boards, commissions and committees, including without limitation the Milton Select Board and the Town Administrator (the "Indemnities") from all claims, causes of action, costs, damage and liability of any kind, including without limitation death, personal injury, property damage and attorney's fees, including without limitation those related to COVID-19, which the Applicant now has or may have or hereafter may have against any of the Indemnities resulting from the Applicant's and or the Applicant's invitees' use of the Town Green and/or the Baron Hugo Gazebo. This provision is limited to claims for ordinary negligence, and shall not apply to claims for gross negligence or reckless or intentional conduct.

Signature of Applicant:

Date: Sep 2, 2025

Printed Name: Bao Qiu

Printed Title: Founder of Milton AAPI Neighbors



Office of the Select Board
525 Canton Avenue
Milton, MA 02186
(617)898-4846

Boards & Committees Volunteer Application

For information on current active boards/committees including, charge, term, and vacancies please visit the Town of Milton Boards & Committees webpage at <https://www.townofmilton.org/boards> or contact the Select Board Office at (617) 898-4846. If you are interested in volunteering, please submit this form to the Select Board Office by email at volunteer@townofmilton.org, by mail to Select Board Office: Attn: Lynne DeNapoli, 525 Canton Avenue, Milton, MA 02186, or in person. A resume is welcome but not required.

Name

thato mwosa

Address and Precinct

[REDACTED]

Email

[REDACTED]

Phone

[REDACTED]

Please list the board or committee which you are requesting appointment to:

Milton Arts Council

Please use the space provided below to answer the following questions:

What experience, skills, insight, education, or special training would you bring to the board/committee?

I bring over two decades of experience as an award-winning filmmaker, screenwriter, educator, and arts advocate whose work centers Black and African immigrant narratives. My career has been dedicated to telling authentic, impactful stories that amplify marginalized voices and foster cross-cultural understanding. I have produced and directed films that have screened nationally and internationally, winning multiple awards, and have been featured by major outlets such as NPR and The Boston Globe.

What would you hope to take away from your experience on the board/committee?

From my experience on the Milton Multicultural Art Committee, I hope to deepen my connection with the Milton community, learn from fellow members' diverse perspectives, and engage in meaningful collaborations that celebrate cultural diversity through the arts. I want to broaden my understanding of how local arts initiatives can foster inclusion, representation, and cross-cultural dialogue, while also gaining insight into community-based arts programming that I can carry into my creative and teaching work.

Have you served on a Town committee before? If so, which one(s)?

No

Potential Conflicts of Interest

Please list any committees appointed by the Select Board, local agencies, or non-profit organizations of which you or a member of your immediate family are current members.

none

Are you or any member of your family employed by, or receive any financial consideration from the Town of Milton?

no

How did you hear about this committee or the volunteer/talent bank?

Yawa

What better or other ways could we use to reach people with similar information?

email

Town of Milton
Application for Volunteer Appointment to
Boards, Committees, and Commissions

Residents interested in volunteering to serve on a Board, Committee, or Commission are requested to fill out the form below and submit by email to the Select Board, at volunteer@townofmilton.org, by mail to Select Board Office: ATTN: Volunteers, 525 Canton Avenue, Milton, MA, 02186, or in person to the Select Board Office.

Name: Colleen Olson
Address: ██████████
Email: ██████████
Registered Voter in Milton: yes

Date: 8/27/25
Home Phone: ██████████
Cell Phone: ██████████
Precinct: 8

Please check the Board, Committee, or Commission that is of interest to you. One application is required for each requested Board, Committee, or Commission. An individual may serve on only up to two different Boards, Committees, or Commissions.

If you are interested in serving, but are unsure which might be the best fit, please contact Town Administrator Nicholas Milano at nmilano@townofmilton.org to discuss and learn more.

General Government - Select Board

- Board of Registrars
- Commission on Disability
- Council on Aging
- Local Emergency Planning Committee
- Municipal Broadband Committee
- Retirement Board
- Telecommunication Design Review Committee
- Traffic Commission

Finance - Select Board

- Capital Improvement Planning Committee
- Education Fund Committee
- PILOT (Payment in Lieu of Taxes) Committee

Community Advocacy - Select Board

- Airplane Noise Advisory Committee
- Animal Shelter Advisory Committee
- Bicycle Advisory Committee
- Climate Action Planning Committee
- Cultural Council
- Equity and Justice for All Advisory Committee
- Bicycle Advisory Committee
- Climate Action Planning Committee
- Cultural Council
- Equity and Justice for All Advisory Committee
- Historical Commission
- Local Historic District Study Committee
- Trustees of the Affordable Housing Trust
- Youth Task Force

General Government - Town Moderator

- Audit Committee
- Board of Appeals
- Bylaw Review Committee
- Fire Station Building Committee
- Information Technology Committee
- Personnel Board
- Redistricting Committee
- Warrant Committee

Town of Milton
Application for Volunteer Appointment to
Boards, Committees, and Commissions

Land Use and Conservation - Select Board

Community Preservation Committee
 Conservation Commission
 Open Space & Recreation Planning Committee
 Shade Tree Advisory Committee
 Sign Review Committee

General Government - Select Board and Planning Board

Master Plan Implementation Committee

General Government - Select Board and Town Moderator

School Building Committee

1. What professional experience, life experience, skills, insight, education, or special training would you bring to the Board, Committee, or Commission? A resume (one to two pages) is welcome but not required. You may optionally post a link to your LinkedIn resume here.

Initially in my career I practiced as a CPA, specializing in audits of MA municipalities. Most of my career was spent at Boston Children's Hospital as Sr. Director of Real Estate until my retirement in April 2025.

I have negotiated PILOT and HC (Host Community) agreements in Boston, Brookline, Needham and other Massachusetts municipalities. I have been the lead business person in drafting the agreements (I am not an attorney, to be clear), and in maintaining compliance.

I also have related relevant experience in applying for and negotiating RET abatements with municipalities.

2. Please describe your familiarity with the work that the Board, Committee, or Commission you are applying for does? If so, have you attended any meetings?

Please see above. No, I have not attended any meetings. I read about the Committee's work in the Milton Times and thought my experience might be useful.

3. What level of meeting frequency are you able to attend?

a. Twice Weekly _____
b. Weekly _____ *flexible*
c. Twice Monthly _____ xx
d. Monthly _____

Town of Milton
Application for Volunteer Appointment to
Boards, Committees, and Commissions

4. Have you previously been a member of a Board, Committee, or Commission, in Milton or elsewhere? If so, please list the name(s) and approximate dates of service.

No

5. Are you currently serving on any Board, Committee, or Commission? If so, please provide the name of the Board, Committee, or Commission and when you were appointed.

no

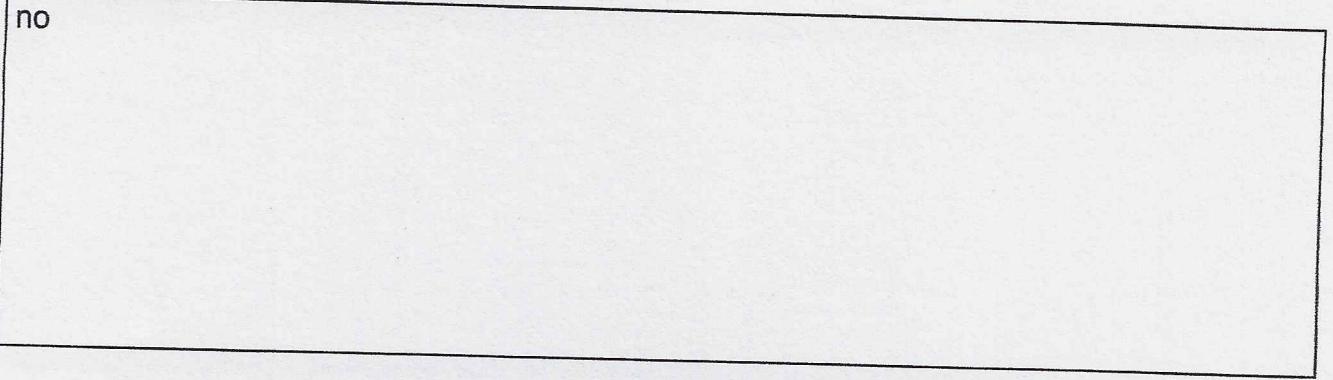
6. Do you or anyone in your immediate family have a current employment or business relationship with the Town of Milton that could create a conflict of interest? If so, please describe.

no

Town of Milton
Application for Volunteer Appointment to
Boards, Committees, and Commissions

7. Are there any other possible conflicts of interest for serving on this Board, Committee, or Commission? If so, please describe.

no



Town of Milton
Application for Volunteer Appointment to
Boards, Committees, and Commissions

REQUIRED: Please read the following and sign in acknowledgement that you understand and agree:

The completion of this form does not guarantee my appointment. This application will be kept on file for two (2) fiscal years (July 1 – June 30); after that I must file a new application to be considered for an appointment. Being appointed to a board, committee, or commission means that I am considered a Municipal Employee under MGL Chapter 268A and thereby subject to Conflict of Interest Law MGL Chapter 268A and Open Meeting Law MGL Chapter 30A, §§ 18-25. I understand that I will read the Open Meeting Law Guide, the Summary of the Conflict of Interest, take the online Conflict of Interest training, and be sworn in by the Town Clerk within two weeks after my appointment.

PLEASE NOTE: Once this form is submitted, it becomes a public document. If there is information that you do not want open to the public, please do not include it on this form. Information that will be redacted prior to the form being made public includes personal information includes: address, phone numbers, and email addresses.

Applicant Signature: Colleen Olson

Date: 8/27/23

Official Use Only:

Date of Application

Acknowledgement: _____

Date Appointment Letter Sent: _____

Method of

Acknowledgement: _____

Method of

Acknowledgement: _____

No Openings at this time: _____

Date Committee Chair Notified: _____

Appointing Authority: Select Board _____ Planning Board _____ Town Moderator _____

Board/Committee/Commission: _____

Appointment Date: _____

Term: _____

DRAFT**Select Board Meeting Minutes**

Meeting Date: 7/8/2025

Members in Attendance: Benjamin D. Zoll, Chair; John C. Keohane, Vice Chair; Meghan E. Haggerty, Secretary; Winston A. Daley, Member, Nicholas Milano, Town Administrator, Nick Connors, Assistant Town Administrator (ZOOM), Lynne DeNapoli, Executive Assistant to the Select Board

Members Absent: Richard G. Wells, Jr.,

Meeting Location: Council on Aging- Hybrid

Time Meeting called to Order: 7:01PM

Time Meeting Adjourned: 9:30PM

- 1. Call to Order**
- 2. Pledge of Allegiance**

Chair Zoll called the Select Board meeting to order at 7:01PM and led the Pledge of Allegiance.

Chair Zoll acknowledged the concerns of Milton's residents following the fatal traffic accident on Randolph Ave./Rte.28 and the shooting at Wharf Park that happened over the weekend. While these matters are important, the Board cannot discuss them without violating the Open Meeting Law. The Town has already contacted MassDOT about implementing new safety measures along Rte. 28. The Milton Landing Committee will be meeting next Tuesday to address the incident at Wharf Park and what safeguards are needed.

- 3. Public Comment**

Ken Pariser, 88 Wharf Street

Mr. Pariser shared his concern regarding the recent violence at the Wharf. He encouraged the Board Members and the Milton Police Department to create and implement an action plan to help curtail the late-night activity at the Wharf. Mr. Pariser explained that in the early evening, the sounds coming from the wharf are from cheerful teens. The light-hearted banter is later replaced by harsh voices and arguments. These individuals are not at the wharf to boat or fish. The pace of the activity has increased. Neighbors have called the Police regarding the disturbances and the response from MPD has been commendable. It is time to do more.

Hale Smith – 1632 Canton Ave.

Mr. Smith shared his support for the draft of the Climate Action Plan. The plan reflects the hard work of many dedicated volunteers. It builds upon and aligns with the Massachusetts legislation for addressing climate change and resiliency. Milton's municipal facilities represent a small portion of the town's total carbon footprint. Mr. Hale encouraged the Board to adopt the climate action plan recommendations.

4. Discussion/Update – Climate Action Plan Committee Update

Alex Hasha, Chair of the Climate Action Planning Committee, joined the Select Board to share the draft of the Climate Action Plan and to request their feedback.

Mr. Hasha reviewed the Committee's Charge as well as the 2021 MA Climate Act.

The Climate Action Planning Committee formed working groups to address emission sources and climate risks. Committee members engaged experts and stakeholders in their discussions and reports.

The plan provides a series of goals, strategies, and actions the town can pursue to reduce harmful greenhouse gas emissions and lessen climate change's damaging effects with target dates of 2030 and 2050. The key areas of concentration:

- Transportation
- Buildings and Energy
- Land Conservation
- Waste

Following his presentation, Mr. Hasha responded to the Members' questions.

Topics of discussion, included, but were not limited to:

- CAPC's Priorities /Recommendations
 - Potential Town Meeting Article
- Full-time sustainability personnel
- Public awareness programs
- Composting benefits
- Charging Stations for Hybrid and Electric Vehicles

To review the complete draft plan, please visit the Town's website:

<https://www.townofmilton.org/584/Climate-Action-Planning-Committee>

5. Discussion/Approval – MBTA Communities Act District Compliance Application

Mr. Milano summarized the MBTA Communities Act District Compliance Application and the required reference documents.

Mr. Milano responded to questions from Mr. Keohane.

Mr. Keohane reiterated his support for a reservation of rights. He referenced the Town's Action Plan, prepared in February with Town Counsel's support. The Action Plan cover letter included a reservation of rights. Mr. Keohane feels that it would be in the Town's best interest to continue the same practice and include a reservation of rights in the MBTA Communities Act District Compliance Application. It is a safeguard to protect the Town.

The Board Members discussed their course of action regarding the Town's Action Plan. In February, the Select Board changed direction, and sent a letter to HLC. The letter explained the Board's decision to defer the Town's submission of their Action Plan.

Mr. Keohane continued to advocate for a reservation of rights. He moved to include a reservation of rights clause in a cover letter with the Town's District Compliance Application. The motion was seconded by Chair Zoll.

Chair Zoll did not share Mr. Keohane's sentiments but seconded the motion to allow further discussion. Chair Zoll noted that the circumstances have changed. Milton's classification has been confirmed as rapid transit in court verdicts. If the Town's status should change, there is nothing that can prevent Milton from amending its zoning bylaws.

Ms. Haggerty shared a different perspective. A reservation of rights may jeopardize approval of the Town's District Compliance Application. We cannot anticipate how it will be interpreted by HLC.

Mr. Daley reassured Mr. Keohane that it is not personal. The Board was not rejecting the reservation of rights because he (Mr. Keohane) suggested it. The Select Board discussed it, weighed the merits and agreed that a reservation of rights is not necessary. If the Town's classification is amended, Milton can update its zoning.

Following the discussion, the Board voted, and the motion did not prevail, (1-3). Mr. Keohane voted in favor of the measure. Mr. Daley, Ms. Haggerty and Chair Zoll did not.

Mr. Daley moved to approve submission of the MBTA Communities Act District Compliance Application. The motion was seconded by Ms. Haggerty. The Board voted unanimously (3-1) to approve submission of the MBTA Communities Act District Compliance Application. Mr. Keohane did not support this motion.

Ms. Haggerty commended Mr. Keohane for advocating on behalf of his constituents who did not support Milton's rapid transit classification.

6. Discussion/Update/Approval – Milton Budget Coordination Committee Appointments

Chair Zoll moved to appoint Select Board Members Meghan Haggerty and Winston Daley to the Milton Budget Coordination Committee. The motion was seconded by John Keohane. The Board vote unanimously (4-0) in favor of these appointments.

The Select Board will appoint their Resident Representative Leroy Walker, at a future meeting.

7. Discussion/Approval – Contract with Capital Strategic Solutions for a Financial & Operational Review

Mr. Milano provided an update. Ms. Haggerty shared her feedback regarding the proposal. She is hopeful that CSS can clearly identify the strengths and weaknesses of each entity: Milton

Public Schools and the Town of Milton. Where they overlap; share best practice solutions that will be beneficial for all.

Ms. Haggerty moved to approve the contract with Capital Strategic Solutions for a Financial & Operational Review. The motion was seconded by Mr. Keohane. The Board voted unanimously (4-0) to approve the contract.

8. Discussion/Update/Approval – Liquor License Zones per request of the Joint Committee on Consumer Protection and Professional Licensure for the Home Rule Petition for 5 additional liquor licenses (House Bill 4089)

Mr. Milano summarized H. 4089 and explained the rationale for the request. The Joint Committee on Consumer Protection and Professional Licensure will not support such a broad approval of liquor licenses. The Committee has requested a map targeting economic development zones in Milton.

The Select Board reviewed the map prepared by Mr. Milano, outlining areas for potential growth. The Members discussed extending the Mattapan Station zone.

The Members inquired about acquiring a liquor license outside of the designated parameters. For new businesses seeking an alcohol license outside of the designated economic development zones, owners will need the approval of a Home Rule Petition by Town Meeting followed by the State Legislature.

Mr. Milano will make the necessary adjustments and have a new map ready for approval at the next Select Board meeting.

9. Discussion/Update – October 27, 2025 Fall Special Town Meeting Potential Warrant Articles and Timeline

The Select Board and Mr. Milano briefly discussed potential Warrant Articles:

- ❖ General Bylaws Amendment: Chapter 105 Alcohol on Town Property
- ❖ General Bylaws Amendment: Light Trespass
- ❖ Accept M.G.L. Chapter 40, Section 57 and Amend the General Bylaws to allow denial or revocation of licenses, permits for failure to pay municipal taxes or charges
- ❖ Acceptance of M.G.L. Chapter 60, Section 3D (voluntary donations to elderly and disabled taxation fund)

The Select Board is anticipating Article submissions from the School Building Committee, Climate Action Planning Committee and Master Plan Implementation Committee.

10. Discussion/Update/Approval – Town Counsel and Labor Counsel

Mr. Milano informed the Members that interviews with Town Counsel and Labor Counsel firms are complete. The Panelists are checking references and working toward a recommendation on Labor Counsel.

The Board Members and Mr. Milano discussed their upcoming meeting schedule and availability to host Town Counsel interviews. The Members agreed to conduct Town Counsel interviews during a separate meeting on Wednesday morning, July 30th.

11. Discussion/Approval – Town Administrator’s Evaluation

Chair Zoll reviewed Mr. Milano’s evaluation summary for Fiscal Year 2024 prepared by Carla Fede, the Director of Human Resources. Mr. Milano received an overall satisfactory review. Chair Zoll congratulated him on his hard work.

Chair Zoll encouraged the Members to draft their goals and objectives for the Board and the Town Administrator for Fiscal Year 2026.

Chair Zoll moved to approve the Town Administrator’s evaluation for Fiscal Year 2024. The motion was seconded by Ms. Haggerty. The Board voted unanimously (4-0) to approve the Town Administrator’s FY24 evaluation.

12. Town Administrator’s Report

Mr. Milano provided updates from Town Hall: Alex Ortiz, our new Veterans’ Service Agent, is settling in. Mr. Ortiz will be attending the Select Board meeting on July 22nd for an introduction.

Mr. Michal White, the new Building Commissioner will be starting on July 14th. We are excited to have them join our team!

Mr. Milano expressed his appreciation to Walter White and Jay Bealieu from the office of Inspectional Services for their support during the transition. In addition to being part-time Inspectors they are also certified Commissioners.

There are currently two openings in the Planning Department: Director and Assistant Director of Planning and Community Development.

Milton is also looking to hire a new Town Engineer.

Mr. Milano thanked Milton's First Responders (Police, Fire, Coastal Ambulance and Auxiliary) for their support at the scene on Randolph Ave. and at the Wharf. He noted that it was a tough weekend for our front-line teams and their efforts are commended.

The Members and Mr. Milano had a brief discussion about the Town's recruitment process.

Ms. Haggerty acknowledged the hard work and tenacity of Milton's first responders and the bystanders at the scene of the accident. The Town will address the safety concerns on Randolph Ave. and work to prevent another tragic accident.

Mr. Daley recognized the heaviness felt in the community and it is not lost on the Town Leaders. He noted that Town Leaders will work to ensure that our residents have a high quality of life and a certain level of safety. Mr. Daley has already contacted MassDOT in response to the Route 28 accident.

Mr. Keohane shared his colleague's sentiments. We are listening, we are concerned and taking action. A Resident from 88 Wharf contacted the Board. Mr. Keohane has a call scheduled with the resident to discuss next steps.

13. Chair's Report

Chair Zoll echoed his colleagues' statements.

The Chair explained that the Open Meeting Law prevented the Board from discussing the events that occurred over the weekend. Chair Zoll encouraged residents to reach out and share their concerns with the Board.

14. Public Comment Response

No response provided.

15. Future Meeting Dates:

The Board is scheduled to meet on Tuesday, July 22, 2025 and July 30, 2025 and August 26, 2025. Additional meetings will be scheduled as needed.

16. Future Agenda Items

RFP- Future Use / Disposition of the East Milton Fire Station
Granite Links Lease

Future Use of the Town Farm - Governor Stoughton Trustees

Meeting Minute Approval Process: Open and Executive Sessions
ICE Prescence and Response

Report from the Chief John King -Milton Police Department

❖ Wharf Landing

❖ Randolph Ave./ Route 28 - Safety Concerns

Budget reductions at the Department of Education – Impact on communities

17. Executive Session- Pursuant to M.G.L. c. 30A, § 21(a)(3) – To discuss strategy with respect to collective bargaining

- a. Milton Clerical Unit of the Southeastern Public Employees Association
- b. Milton Professional Management Association
- c. Milton Public Employee Association
- d. Milton Firefighters, Local 1116
- e. Milton Police Association
- f. Milton Superior Officers
- g. Milton Library Association

This matter has been deferred.

18. Adjourn

At 9:30PM, Mr. Daley moved to adjourn. The motion was seconded by Ms. Haggerty. The Board voted unanimously to adjourn.

Respectfully submitted by Lynne DeNapoli, Executive Administrative Assistant to the Select Board.

Documents:

Milton Climate Action Plan

MBTA Communities Act District Compliance Application

Milton Budget Coordination Committee: Charge and Membership

Capital Strategic Solutions – Proposal and Quotation for a Financial and Operational Review

Confirmation of Vote from Susan Galvin, Town Clerk

Special Town Meeting: February 24, 2025: Article 2: Home Rule Petition for Additional Liquor Licenses

H. 4089: An Act Authorizing the Town of Milton to Grant Additional Licenses for the Sale of all Alcoholic Beverages to be drunk on the Premises

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Session I of II

Select Board Meeting Minutes

Meeting Date: 7/22/2025

Members in Attendance: Benjamin D. Zoll, Chair; Meghan E. Haggerty, Secretary; Richard G. Wells, Jr., Member; Nicholas Milano, Town Administrator, Nick Connors, Assistant Town Administrator (ZOOM), Lynne DeNapoli, Executive Assistant to the Select Board

Members Absent: John C. Keohane, Vice Chair, Winston A. Daley, Member

Meeting Location: Council on Aging- Classroom

Time Meeting called to Order: 6:10PM

Time Meeting Adjourned: 7:02PM

1. Call to Order

Chair Zoll called the meeting of the Select Board to order at 6:10PM.

The Select Board Members posed questions in rotation to Attorney Bryan Bertram and Attorney Thomas “Tom” Harrington of Harrington Heep LLP.

Chair Zoll:

- 1. Please introduce your team and each attorney's experience. Please tell us about your interest in working for the Town of Milton and each of your role in working with the Town?*

Attorney Bryan Bertram proposed lead counsel for Milton and his colleague, Attorney Tom Harrington, back-up counsel introduced themselves, highlighted their experiences and shared how Harrington Heep can help Milton.

Bryan Bertram -15 years of experience as a trusted advisor to public and private entities. His passion is municipal law. Municipalities play a crucial role in shaping the lives of residents by providing essential services and making decisions that affect daily life. He noted that it is challenging but fun and rewarding work.

Prior to joining the firm, he served as the Assistant Attorney General in the Government Bureau of the MA Attorney General’s Office. He represented State agencies and officials in a wide range of matters, defending policies and programs, as well as other government decision-making legal challenges.

In addition to his service for the Commonwealth, he worked for seven years at Goodwin Proctor, LLP where he focused on complex civil litigation and government and internal investigations.

Attorney Harrington has been advising municipal and other public sector clients for 35 years. A career in Municipal law was not his intention, but his co-op experience changed that, and he found his niche. Attorney Harrington has been with the firm since graduating from Law School. Attorney Harrington emphasized the importance of working as a team, both in the field and in the office. The role of Town Counsel is to provide Miton's leaders advice and guidance; work together to find a resolution.

Attorney Harrington noted that Milton is similar to Needham and Wellsley. They are exciting communities with good leadership and their own set of challenges. Harrington Heep wants to become part of Team Milton.

Harrington Heep LLP was founded in 1989 as Pickett and Miyares LLP and more recently, Miyares and Harrington, LLP and now Harrington Heep LLP following the retirement in 2023 of J. Raymond Miyares.

The core focus of the firm has not changed; to serve the needs of municipal clients. Harrington Heep LLP is a full-size municipal law firm with sufficient size, expertise and experience to provide superior legal support to Milton on issues it typically confronts. The firm consists of 12 attorneys all focused on practicing municipal law and assisting 17 communities and other public entities.

Ms. Haggerty:

2. *What is your general approach to providing town counsel services? What do you see as your role within the town's organization set up? How do you define a successful Town / Town Counsel relationship?*

Attorney Bertram explained that establishing a comfort level with his clients is key. Each Town communicates differently, whether it be via phone, text message or e-mail. There is no one recipe for success. As part of the onboarding process, he and Attorney Harrington will schedule a "Listening Tour" in Milton. The Tour will help develop informal networks with staff, Board and Committee Members. By doing so, Counsel is better suited to help the Town follow formal statutory policies and procedures.

Attorney Harrington provided a different spin. A municipality can also be viewed as two clients: daytime government, and evening government. Both are important, but with different needs. Town Counsel must be available to address the needs of each client.

Mr. Wells:

3. What kind of expertise does your firm have on staff to assist the lead attorney?

Attorney Harrington shared his colleagues' expertise in labor relations. The firm serves as Labor Counsel for seven communities.

Does your firm have any experience in airplane noise relative to Logan Airport?

Attorney Bertram responded that the firm has experience in FAA and environmental matters.

Harrington Heep represented Minute Man Airfield in the past but acknowledged that it is not on the same scale as Logan.

Chair Zoll:

4. Many of our ongoing issues and potential litigation stem from land use related issues. What is your experience / your firm's ability to handle complicated land use matters? Provide an example of a successful defense of a land use body and the issues involved in the matter.

Without breaching clients' confidentiality, Attorney Bertram highlighted a few land use matters that he and his colleagues have addressed: commercial property use, solar facilities, battery energy storage systems, subdivision control and elusive frontage. The firm is also well-versed on 40B developments. He also acknowledged the hard work of his colleague, Attorney Christopher Heep. Attorney Heep leads the firm's Land Use and Planning Practice and is a great resource.

Attorney Harrington provided additional context regarding the firm's success in resolving land use matters.

Mr. Wells asked Attorney Bertram his thoughts on bills currently in the Legislature that will impose restrictions on Zoning Board of Appeals.

- *Repeal the de novo practice on appeals*
- *Limit the time that the Board is allowed for hearings on special permits and variances.*

Attorney Bertram noted that he is not a fan of the de novo practice. He would like to see Boards have a little more control and deference to the residents/business owners.

Attorney Bertram has reservations about the implementation of time restrictions and how it could affect land use matters. He agrees that the process should go on indefinitely but noted that certain cases do require additional work and time is important.

Attorney Harrington provided an example of how a time restraint could impede the application process.

Ms. Haggerty:

5. *What is your process for explaining complicated legal issues to non-attorneys, i.e. board / committee members, Town Meeting Members etc.?*

Attorney Bertram emphasized the importance of knowing the audience and being prepared. The goal is to make sure residents understand the pros and cons of an issue. It is best to speak slowly and break for questions from participants. When providing written documentation, a summary with five bullet points is always helpful.

Mr. Wells:

6. *Town Counsel is sometimes called upon to provide their opinion in a public setting and may not be able to assert the attorney-client privilege if doing so would negatively impact the ability of committee members or town meeting to engage in debate on an issue. How have you navigated issues like this in other communities?*

Preparation and homework are key in crafting the right message, noted Attorney Bertram. In order to do that he needs to understand how the Town feels and recognize any weaknesses. Attorney Bertram referenced a former colleague's advice: treat every word like a ballistic missile. You don't know where it is going to land, and you never know where the fallout is going to be.

Attorney Harrington stated that if he asked to give an opinion, the Board Members should not be surprised when they hear it. The message and delivery need to be orchestrated.

Ms. Haggerty:

7. *Can you tell us about a time where you initially gave advice, but later determined that a different approach on the issue was warranted? How did you communicate that to your client and address the issue?*

Attorney Harrington recalled a time when he did not give the best advice regarding a 61B matter. Attorney Harrington noted that everyone makes mistakes. It is not the mistake but the response to it, that is important. Own it and move on.

Mr. Zoll:

8. *Milton has had the same legal counsel for many issues. How do you structure a transition period to minimize issues and get to know our community and team?*

Attorney Bertram reiterated the importance of a Listening Tour. The Team at Harrington Heep is prepared to take the time and make the investment in getting to know Milton.

The Members expressed their appreciation to Attorney Bryan Bertram and Attorney Tom Harrington for their time.

At 7:02PM, Mr. Wells moved to adjourn. The motion was seconded by Ms. Haggerty. The Board voted unanimously to adjourn.

Respectfully submitted by Lynne DeNapoli, Executive Administrative Assistant to the Select Board.

To view the Town Counsel interview in its entirety, please visit:

<https://www.youtube.com/@miltonaccesstv>

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Session II of II

Select Board Meeting Minutes

Meeting Date: 7/22/2025

Members in Attendance: Benjamin D. Zoll, Chair; Meghan E. Haggerty, Secretary, Richard G. Wells, Jr., Member; Nicholas Milano, Town Administrator, Nick Connors, Assistant Town Administrator (ZOOM), Lynne DeNapoli, Executive Assistant to the Select Board

Members Absent: John C. Keohane, Vice Chair

Late Arrival: Winston A. Daley, Member

Meeting Location: Council on Aging- Hybrid

Time Meeting called to Order: 7:09PM

Time Meeting Adjourned: 10:09PM

1. Call to Order

2. Pledge of Allegiance

Chair Zoll called the meeting to order at 7:09PM and led the Pledge of Allegiance.

3. Public Comment

Diane DiTullio Agostino – 147 Ridgewood Road

Town Meeting Member, Pct. 9 and former Select Board Member

Ms. Agostino shared her concerns regarding the recent accident on Randolph Ave./Rte. 28 “suicide alley” and highlighted the need to implement new safety features. Ms. Agostino encouraged local and state leaders to work together to make this roadway safer for her and her neighbors.

John Driscoll – 718 Randolph Ave.

Town Meeting Member, Pct. 9, Businessowner

Mr. Driscoll extended his appreciation to the first responders for their hard work at the scene of the accident. He noted that speeding needs to be continuously monitored to be effective. Mr. Driscoll requested that MassDOT and the Town’s DPW trim the overgrown brush along the sidewalks to allow for pedestrian foot traffic, especially near the bus stops. He is concerned that new housing developments will increase traffic volume on this road. Mr. Driscoll supports new safety measures on Randolph Ave. and is eager to see how MassDOT responds.

Mary Beckman – Harland Street

Ms. Beckman thanked the Select Board for allowing her to speak. Ms. Beckman raised her concern regarding the impact the new housing development will have on Randolph Ave. and how MassDOT will address the increase in traffic volume. She noted that the 2021 Corridor Study included some good safety initiatives, but there has been limited follow-through. Ms. Beckman

asked if MassDOT could fund additional traffic enforcement until new safety measures are implemented.

Robert Mussey- 291 Hillside Road

Mr. Mussey noted that the number one concern of his Neighborhood Association over the past 46 years has been traffic speed. He does not think MassDOT has taken this matter seriously or has the tools to fix it. Mr. Mussey offered two suggestions: cameras and automatic ticketing. He requested that the traffic light timing signals be adjusted to accommodate motorists exiting the side streets and entering Randolph Ave.

Ian Gregorio – 41 Hawthorne Road (ZOOM)

Mr. Gregorio shared his support for new traffic safety measures around town. He likes the new digital speed limit signs with yellow lights on Randolph Ave. Mr. Gregorio suggested that the signs be upgraded with red and blue flashing lights, so they act as a deterrent. He also shared a concern regarding accessible parking availability in Milton Village and recommended that the parking spots be moved closer to business store fronts.

Ioannis Tomazos- 375 Hillside Road

Mr. Tomazos expressed his appreciation to the Select Board for allowing him to speak. He referenced accident stats for Randolph Ave. using MassDOT's online data. In the last five years, there have been approximately 100 accidents. Little has been done by MassDOT to address the safety concerns on Randolph Ave. Mr. Tomazos supports the comprehensive approach requested by Representative Wells that includes lowering speed limits, implementing traffic calming measures and ensuring visible and consistent enforcement.

Maggie Oldfield – 397 Hillside Street

Town Meeting Member, Pct. 5, Member of the Planning Board and Climate Action Planning Committee

Ms. Oldfield advocated for a total redesign of Randolph Ave./Rte. 28. She noted that the Town's goal is to provide and enhance the overall quality of life for our residents. Milton needs a road design that prioritizes user safety and human experience over maximizing traffic flow. Safety is the primary goal. Streets should be designed to encourage driver awareness and caution rather than allowing for passive high-speed driving. Ms. Oldfield also noted that a road redesign will help reduce Milton's carbon footprint.

Sean O'Rourke - 27 Quarry Lane

Town Meeting Member, Pct. 8 and Chair of the School Building Committee

Mr. O'Rourke informed the Members that the School Building Committee will be submitting a Warrant Article for the Fall Town Meeting. The Article will amend Chapter 147 of the Acts of 2024 to change the reverter clause date from June 30, 2028, to June 30, 2033 regarding the school project land transactions.

extend the date of the land swap reverter clause to 2033.

Tracy Dyke Redmond – 9 Ellsworth Road– Zoom

Ms. Redmond shared her support for the Climate Action Plan. As an employee in the MA energy sector and a former member of the Climate Action Planning Committee, she understands the impact of climate change. Ms. Redmond encouraged Milton to take the following steps to address the risks:

Reduce greenhouse gas emissions that contribute to climate change.

Prepare for climate hazards like floods, fires and drought.

4. Introduction of Alex Ortiz, Director of Veterans Services for the Randolph-Milton Veterans' Services District

Mr. Ortiz expressed his appreciation to the Select Board for the opportunity to share his experiences and outline his goals as the Veterans Services Director. He believes that Milton deserves a program that matches the caliber of the veterans and resides who call Milton home.

5. Discussion/Update/Approval – Discussion with MassDOT regarding Route 28 (Randolph Avenue)

Chair Zoll asked for a moment of silence to honor the recent victims of the traffic accident Randolph Ave.

At 7:43PM, Ms. Haggerty recused herself from the discussion.

Chair Zoll welcomed Neil Boudreau, the Assistant Administrator for Traffic and Safety and Frank Welch, the Deputy Director for Major Projects with MassDOT.

Mr. Milano provided context. Following the crash on July 5th, the Town contacted MassDOT for information about what steps the Department can take to improve safety on Randolph Ave. and invited representatives to join this meeting to provide an update.

Mr. Boudreau provided an update. In the wake of the accident, MassDOT installed portable electronic speed limit signs along Randolph Ave. Automated enforcement is not legal in MA, but bills have been filed in the Legislature. The team at MassDOT is also looking into installing a centerline rumble strip. It would act as a buffer and narrow the roadway. Upon further discussion and review of a prior corridor study, MassDOT representatives feel that a more comprehensive approach is needed. MassDOT suggested a Pilot Road Diet. The goal would be to test the effectiveness of the road reconfiguration before making it permanent. Mr. Boudreau explained the different types of road diet configurations to choose from. MassDOT is committed

to helping local leaders find the best fit. MassDOT will need to change the characteristics of the roadway to get to lower speeds and then it can be re-speed zoned.

Mr. Welch provided a progress report on the roundabout at Randolph Ave. and Chickatawbut Road. The design is being finalized. MassDOT is working through the final right-of-way and environmental permitting process to be able to advertise this project in the Fall and begin construction next Spring. Mr. Welch noted that any improvements will be coordinated to ensure a cohesive project.

Mr. Boudreau and Mr. Welch fielded questions and concerns from the Board Members.

The Select Board Members shared their comments and agreed that Randolph Ave/Route 28 needs to be fixed.

Following the discussion, Chair Zoll moved to appoint the following individuals to form an Ad-HOC committee to review and approve pilot measures for traffic mitigation on Route 28 in Milton: Myself, Ben Zoll, Richard Wells, John King, Nicholas Milano and Marina Fernandes. The motion was seconded by Mr. Wells. The Board voted (3-0) to approve the Ad-HOC Committee and its charge.

Ms. Haggerty retuned to the meeting at 8:17PM.

6. Discussion/Update – Milton Landing Committee Update regarding Milton Landing

Mr. Wells provided a progress report. The Landing Committee met on July 15th to address multiple issues from tenants, criminal activity and the installation of cameras.

The Committee will be hosting a meeting next week to allow for public comment.

7. Discussion/Update – Milton Police Department Updates with Police Chief John King

Chief King joined the Board Members and provided updates from the Police Department.

The Police Station is currently undergoing some renovations using Capital Funds from the Emergency Operations Center. The Department is currently understaffed by three officers. There is one recruit at the Academy and another set to begin the Academy in the Fall. The Chief hopes to fill the third vacancy soon. There are also openings in Communications.

The Chief acknowledged that it has been a busy year for the Department. There has been an uptick in serious incidents, some violent crimes. Incidents are related to mental health and domestic violence. Milton is fortunate to have a Mental Health Clinician. Chief King noted that the Department has invested a lot of time training officers on how to handle these situations.

The Chief recognized the impact that violent crimes and fatal accidents have on the community and how the Department responds.

Crimes have shifted and the focus is on cyber: scams and identify thefts. Mailbox theft and check washing is steadily increasing. The Milton Police Department has been successful in addressing these issues.

Substance abuse and deaths from overdose are on the decline. The Chief noted that the Department has made substantial progress in the overdose front in terms of fatalities.

The July session of DARE Camp was a great success; the next session will begin on August 11th. The Chief thanked the Copeland Foundation for their continued generosity and support of this program.

National Night Out is planned for August 20th at the Milton Police Department.

Following his report, Chief King responded to questions/concerns from the Members. The topics included, but were not limited to:

- Mental Health Services
- Collaboration with State Police -Milton and S. Boston Barracks
- Traffic Safety and Gun / Domestic Violence
- ICE Enforcement
- Budget Request for additional IT Personnel

8. Discussion/Approval – Increase to Disability Parking Violations (from \$100 to \$200) and Double Parking (from \$25 to \$50) to be effective August 1, 2025

Chief King reviewed the request with the Board Members. Mr. Wells, then moved to Increase Disability Parking Violations (from \$100 to \$200) and Double Parking (from \$25 to \$50) to be effective August 1, 2025. The motion was seconded by Ms. Haggerty. The Board voted unanimously (4-0) to approve the increase in parking violations.

9. Discussion/Approval – Request for Winter Valley Building 6 Building Permit Fee Reduction

Mr. Ned Corcoran, the Attorney representing Winter Valley joined the Select Board to provide a progress report on the development plans for Building 6.

Milton Residences for the Elderly, Inc. (MRE), the parent company for Winter Valley, is preparing the final construction documents and is applying for a building permit. MRE has been careful to manage its costs, but inflation and other factors, including the Town's recent adoption of the new stretch energy code have driven costs significantly higher than anticipated, and have put a significant strain on the budget. The estimated cost of the building is \$4,645,000 and the

building permit fee increased from \$207,000 to \$277,000. MRE is requesting a compromise for a reduction in the permitting fee to \$207,000.

Following Attorney Corcoran's presentation, the Board Members discussed the rising cost of this construction project and agreed that the new stretch energy code was not the driving force. There were several contributing factors. Attorney Corcoran will provide additional cost details. The Board suggested that the Affordable Housing Trust, (AHT) weigh in on this matter.

Mr. Wells moved to refer, this request to the Affordable Housing Trust for review and consideration. The motion was seconded by Chair Zoll. The Board voted unanimously (4-0) to refer the request for Winter Valley Building 6 Building Permit Fee Reduction to the Affordable Housing Trust.

10. Discussion/Approval – Fiscal Year End Updates and Transfers

Mr. Milano informed the Board that the Fiscal Year 2025 budget is balanced and is now closed. The Select Board Finance Committee met to review fiscal year end and approve transfers.

Revenues closed strong: \$3.6 million over the estimated budget.

Department Turn backs helped offset deficits in the Snow and Ice and Health Insurance budgets.

11. Discussion/Update/Approval – Milton Budget Coordination Committee Appointments

- a. Leroy Walker**

Mr. Wells moved to appoint Leroy Walker to the Milton Budget Coordination Committee for a one-year term. The motion was seconded by Mr. Daley. The Board voted unanimously to approve the appointment.

12. Discussion/Update/Approval – Liquor License Zones per request of the Joint Committee on Consumer Protection and Professional Licensure for the Home Rule Petition for 5 additional liquor licenses (House Bill 4089)

Mr. Daley moved to approve identified zones for potential future liquor licenses to be incorporated into House Bill 4089. The motion was seconded by Haggerty. The Board voted (3-0-1) to approve. Mr. Wells abstained from the vote.

13. Discussion/Approval – Town Counsel and Labor Counsel

- a. Recommendation for Labor Counsel**
- b. Recommendations for Town Counsel Interviews with the Select Board on July 30, 2025**

Mr. Milano provided the Board Members with a recommendation for Labor Counsel. Based on interviews and feedback from the panelists, past experiences and reference checks, it is the panelist's recommendation that the Town change labor counsel services to Clifford & Kenny.

Milton's lead attorney will be Jaime Kenny. She has worked with Milton over the past few years as special counsel. With Attorney Kenny's support, Milton will be in a better position to work through updates to our employee policies and procedures, collective bargaining, discipline, and training with their assistance and experience.

Mr. Wells moved to approve the recommendation made by the Town Administrator for Labor Counsel. The motion was seconded by Mr. Daley. The Board voted unanimously (4-0) to approve the recommendation for Labor Counsel.

Mr. Milano reviewed the firms for Town Counsel. A separate panel conducted the interviews.

The panelists have recommended that the following firms be interviewed:

Harrington Heep LLP

Mead Talerman and Costa LLC

KP Law, P.C.

The panel deferred the decision on whether to interview Murphy Hesse, Toomey and Lehane, up to the Select Board.

Interviews began this evening and will continue on June 30th.

14. Discussion/Update – October 27, 2025 Fall Special Town Meeting Potential Warrant Articles

- a. Article #: General Bylaws Amendment: Chapter 105 Alcohol on Town Property**
- b. Article #: General Bylaws Amendment: Light Trespass**
- c. Article #: Accept M.G.L. Chapter 40, Section 57 and Amend the General Bylaws to allow denial or revocation of licenses, permits for failure to pay municipal taxes or charges**
- d. Article #: Acceptance of M.G.L. Chapter 60, Section 3D (voluntary donations to elderly and disabled taxation fund)**
- e. Placeholder - Climate Action Planning Committee**
- f. Placeholder – Master Plan Implementation Committee**
- g. Placeholder – Identification of Law Enforcement in the Town of Milton**

The Select Board and Mr. Milano discussed the status of the Warrant Articles.

The Members agreed to address the following articles on July 30th:

- General Bylaws Amendment: Chapter 105 Alcohol on Town Property
- General Bylaws Amendment: Light Trespass

Mr. Wells moved to include the following articles in the Special Town Meeting Warrant:

Accept M.G.L. Chapter 40, Section 57 and Amend the General Bylaws to allow denial or revocation of licenses, permits for failure to pay municipal taxes or charges and Acceptance of M.G.L. Chapter 60, Section 3D (voluntary donations to elderly and disabled taxation fund). The motion was seconded by Ms. Haggerty. The Board voted unanimously (4-0) to approve the articles for inclusion in the Warrant.

Once the Climate Action Planning Committee has voted favorably on their Article, the Committee can refer it directly to the Warrant Committee.

The Board agreed not to pursue an article for the Identification of Law Enforcement in the Town of Milton.

Articles from the Master Plan Implementation Committee, Planning Board and School Building Committee are being drafted. The Board will address these Articles at a future meeting.

15. Discussion – East Milton Fire Station Request for Proposals Process and Next Steps

The Board Members discussed the timeline, disposition and structure of the Request for Proposal, (RFP) for the current East Milton Fire Station. The Members acknowledged that public input will factor into this process.

16. Discussion/Update/Approval – Milton I-Net Installation

Mr. Milano provided the Select Board with a progress report. The installation project is now underway, a couple of miles of fiber are now in place. The Board will need to decide whether the East Milton Fire Station at 525 Adams Street should still be included in the project. Mr. Milano will request a recommendation from the Municipal Broadband Committee and report back to the Board Members.

17. Discussion/Update/Approval – Quarry Hills Lease Extension with the City of Quincy (House Bill 3897)

Following a brief discussion regarding the pending legislation, the Board requested that Mr. Milano schedule a meeting with Granite Links to discuss Milton's property interest.

18. Discussion/Approval – PILOT Payment from Milton Academy; Milton Academy Gift Payments to the Fire Department, Police Department, Library, and Teen Center

Mr. Wells moved to accept the PILOT Gift Payments from Milton Academy to the Fire Department, Police Department, Library, and Teen Center. The motion was seconded by Chair Zoll. The Board voted unanimously (4-0) to accept the PILOT Gift Payments from Milton Academy.

19. Discussion/Approval – Authorize the issuance of MWRA Bonds in the amount of \$1,275,000 for the MWRA Lead Service Line Replacement Project

Mr. Wells moved to authorize the issuance of MWRA bonds in the amount of \$1,275,000 for the MWRA Lead Service Line Replacement Project as outlined on the screen. The motion was seconded by Mr. Daley. The Board voted unanimously (4-0) to approve the issuance of MWRA bonds.

Full text is provided below.

20. Discussion/Update/Approval – Meeting Minutes Review and Approval Process

21. Discussion/Approval – Meeting Minutes – May 13, 2025, May 21, 2025, June 16, 2025, June 17, 2025, June 20, 2025, June 26, 2025

Agenda Items #20 and #21 have been deferred.

22. Discussion/Approval – One-Day Liquor License-Eustis Estate located at 1424 Canton Ave. for August 17, 2025 from 5PM-7PM for Theater in the Opens presents As You Like it

Mr. Wells moved to approve the One-Day Liquor License-Eustis Estate located at 1424 Canton Ave. for August 17, 2025 from 5PM-7PM for Theater in the Opens presents As You Like it. The motion was seconded by Mr. Daley. The Board voted unanimously (4-0) to approve the one-day liquor license.

23. Town Administrator's Report

Mr. Milano provided a brief update on the PILOT Committee. On Monday, July 21st the PILOT Committee met and drafted their objectives. The Committee will begin to re-introduce itself to institutions across Town soon.

24. Chair's Report

25. Public Comment Response

On behalf of the Board, the Chair apologized to the residents who did not get an opportunity to speak during Public Comment. He encouraged residents to contact them directly via e-mail.

26. Future Meeting Dates:

The Select Board will meet on Wednesday, July 30, 2025 to host Town Counsel Interviews. The Board will meet again on Tuesday, August 26, 2025.

27. Future Agenda Items

School Building Committee Warrant Article

28. Executive Session: Pursuant to M.G.L. c. 30A, § 21(a)(7) - Approval of Executive Session Meeting Minutes dated: January 9, 2024, February 26, 2024, February 27, 2024, March 4, 2024, April 22, 2025, June 10, 2025, June 20, 2025, June 26, 2025 and to approve the release of all executive session meeting minutes related to Attorney General v. the Town of Milton et. al., No. SJ-2024-0078 and SJC 13580 (Supreme Judicial Court, Suffolk County) and potential litigation regarding M.G.L. c. 40A §3A

This matter has been deferred.

29. Executive Session- Pursuant to M.G.L. c. 30A, § 21(a)(3) – To discuss strategy with respect to collective bargaining

- a. Milton Clerical Unit of the Southeastern Public Employees Association**
- b. Milton Professional Management Association**
- c. Milton Public Employee Association**
- d. Milton Firefighters, Local 1116**
- e. Milton Police Association**
- f. Milton Superior Officers**
- g. Milton Library Association**

This matter has been deferred.

30. Executive Session – Pursuant to M.G.L. c. 30A, § 21(a)(3) – To discuss strategy with respect to litigation (Appellate Tax Board, Docket No. F341244: Unquity House Corporation v. Town of Milton and Appellate Tax Board, Docket No. F341243 Winter Valley Residences, Inc. v. Town of Milton) ‘

The Select Board determined that this Executive Session is not needed.

The Meeting of the Governor Stoughton Trustees has been deferred.

31. Adjourn

At 10:09PM, Mr. Daley moved to adjourn. The motion was seconded by Mr. Wells. The Board voted unanimously (4-0) to adjourn.

VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Milton, Massachusetts (the “Town”), certify that at a meeting of the board held July 22, 2025, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$1,275,000 Water Bond (Lead Service Line Replacement Program) of the Town dated August 11, 2025, to the Massachusetts Water Resources Authority (the “Authority”) is hereby approved and the Town Treasurer or other appropriate Town official is authorized to execute on behalf of the Town a Loan Agreement and a Financial Assistance Agreement with the Authority with respect to the bond. The bond shall be payable without interest on August 15 of the years and in the principal amounts as follows:

<u>Year</u>	<u>Installment</u>	<u>Year</u>	<u>Installment</u>
2026	\$127,500	2031	\$127,500
2027	127,500	2032	127,500
2028	127,500	2033	127,500
2029	127,500	2034	127,500
2030	127,500	2035	127,500

Further Voted: that any certificates or documents relating to bond (collectively, the “Documents”), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a “.pdf” file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures;

Further Voted: that all action taken to date by the Town and its officers and agents to carry out this financing, including the execution of any application agreement by the Treasurer or any other official of the Town, are hereby ratified, approved and confirmed; and

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined

by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing vote.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the bond were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: July 22, 2025

Secretary of the Select Board

Respectfully submitted by Lynne DeNapoli, Executive Administrative Assistant to the Select Board.

Documents

Randolph Ave./Rte. 28: MassDOT Studies and Documents

Memo from Chief John King, Milton Police Department regarding Parking Fines

Letter from Corcoran Associates, P.C.

Winter Valley Building 6, Request to compromise Building Permit Fee

Fiscal Year 2025 Tables and Transfer Forms

Table 3: Reserve Fund Transfers for the Year Ended – June 30, 2025

Journal Inquiry Report

Table 3: Reserve Fund Transfers for the Year Ended – June 30, 2025

Reserve Fun Transfer Form – Snow and Ice

DPW Capital Outlay Report

Reserve Fun Transfer Form – Audit Services

Summary Expenditures with Pending Totals

Reserve Fun Transfer Form – Unemployment

Summary Expenditures with Pending Totals

Journal Inquiry Report

Reserve Fun Transfer Form – Unemployment

Reserve Fun Transfer Form – Milton Public Schools

Town of Milton- MGL Ch. 44 S. 33B, Year End Appropriation Transfers

Journal Inquiry Report

Town of Milton- MGL Ch. 44 S. 33B, Year End Appropriation Transfers

Milton Warrant Committee - MGL Ch. 44 S. 33B, Year End Appropriation Transfer Request Form – Group Insurance

Town of Milton – Summary Expenditures – Pending Totals

Milton Warrant Committee - MGL Ch. 44 S. 33B, Year End Appropriation Transfer Request Form – DPW General Expenditure

DPW General Accounts: General / Snow & Ice

Milton Warrant Committee - MGL Ch. 44 S. 33B, Year End Appropriation Transfer Request Form – Milton Public Library – Books and Periodicals

Town of Milton – Summary Expenditures – Pending Totals

Milton Warrant Committee - MGL Ch. 44 S. 33B, Year End Appropriation Transfer Request Form – General Expenses

Town of Milton – Summary Expenditures – Pending Totals

Milton Warrant Committee - MGL Ch. 44 S. 33B, Year End Appropriation Transfer Request Form – Milton Fire Department: New Equipment

Milton Warrant Committee - MGL Ch. 44 S. 33B, Year End Appropriation Transfer Request Form – Milton Fire Department: Wages/Personnel

Milton Warrant Committee - MGL Ch. 44 S. 33B, Year End Appropriation Transfer Request Form – Milton Fire Department: Overtime

Memo from Christopher Madden, Milton Fire Chief – Transfer of Funds Request

Town of Milton – Summary Expenditures – Pending Totals

Milton Warrant Committee - MGL Ch. 44 S. 33B, Year End Appropriation Transfer

Request Form – Milton Police: Motor Vehicles

Milton Warrant Committee - MGL Ch. 44 S. 33B, Year End Appropriation Transfer
Request Form – Milton Police: Ammunition

Milton Warrant Committee - MGL Ch. 44 S. 33B, Year End Appropriation Transfer

Request Form – Milton Police: Equipment and Maintenance Improvements

Memo from John King, Milton Police Chief – Transfer of Funds Request

Town of Milton – Summary Expenditures – Pending Totals

Milton Warrant Committee - MGL Ch. 44 S. 33B, Year End Appropriation Transfer

Request Form – Consolidated Facilities

Town of Milton – Summary Expenditures – Pending Totals

Milton Warrant Committee - MGL Ch. 44 S. 33B, Year End Appropriation Transfer

Request Form – Accounting

Milton Warrant Committee - MGL Ch. 44 S. 33B, Year End Appropriation Transfer

Request Form – Select Board

Town of Milton – Summary Expenditures – Pending Totals

Confirmation of Vote from Susan Galvin, Town Clerk

Special Town Meeting: February 24, 2025: Article 2: Home Rule Petition for Additional Liquor Licenses

H. 4089: An Act Authorizing the Town of Milton to Grant Additional Licenses for the Sale of Alcoholic Beverages to be Drunk on the Premises

Economic Development Zone Map– Milton, MA

Draft - Article ##: Accept M.G.L. Chapter 40, Section 57 and Amend the General Bylaws to allow denial or revocation of licenses, permits for failure to pay municipal taxes or charges

Draft - Article ##: General Bylaws Amendment: Light Trespass

Drafts - Article ##: General Bylaws Amendment: Chapter 105 Alcohol on Town Property

One-Day Liquor License-Eustis Estate located at 1424 Canton Ave. for August 17, 2025 from 5PM-7PM for Theater in the Opens presents As You Like it

DRAFT

Select Board Meeting Minutes

Meeting Date: 7/30/2025

Members in Attendance: Benjamin D. Zoll, Chair; Winston A. Daley, Member, Richard G. Wells, Jr., Nicholas Milano, Town Administrator, Nick Connors, Assistant Town Administrator (ZOOM), Lynne DeNapoli, Executive Assistant to the Select Board

Members Absent: John Keohane, Vice Chair and Meghan Haggerty, Secretary

Meeting Location: Hybrid – John Cronin Conference Room

Time Meeting called to Order: 8:07AM

Time Meeting Adjourned: 9:58AM

- 1. Call to Order**
- 2. Pledge of Allegiance**

Chair Zoll called the Select Board meeting to order at 8:07AM and led the Pledge of Allegiance.

3. Interviews for Town Counsel Services

- a. KP Law, P.C.**

Attorney Darren Klein

Attorney Lauren Goldberg

Interview questions:

Chair Zoll:

- 1. Please introduce your team and each attorney's experience. Please tell us about your interest in working for the Town of Milton and each of your role in working with the Town?*
 - Follow up question regarding capacity if not directly addressed in their response: Please describe your capacity and the firm's current capacity to take on new clients and you will allocate resources to ensure Milton has the representation and access that we need?*

Attorney Darren Klein, proposed primary counsel for Milton and introduced himself, highlighted his experiences and shared how KP Law can assist Milton.

Attorney Klein provides municipalities and school districts with legal representation, counseling and assistance in all facets of employment and labor law, school law, collective bargaining, personnel matters, human resources, and general municipal law. Attorney Klein is currently the Chair of the Firm's Labor and Employment Law and School Law Practice Groups. He brings to Milton 30 years of experience; 28 with KP Law and two as Staff Counsel for a Public Sector Union.

The principal expertise of KP Law is the practice of public sector law. The firm represents over one-third of the cities and towns in the Commonwealth as their City Solicitor or Town Counsel, many more as labor and employment counsel, and still others as special counsel. KP Law will bring Milton the expertise and knowledge of 50 attorneys but deliver it in a personalized manner.

Attorney Klein emphasized that the role of Town Counsel is not a policy maker, that is the role of the Select Board. Town Counsel advises the Town on how to legally execute their goals.

Attorney Klein hopes to join Milton's team. He noted that each community that KP Law represents is unique. Each town has its own set of interests and challenges. For example, Milton's proximity to Boston creates some urban pressure. The firm enjoys helping municipalities work through those challenges.

Attorney Lauren Goldberg arrived at 8:15AM and apologized for being late. She highlighted her experience.

As the managing attorney for the firm, Attorney Goldberg will be secondary counsel to Darren Klein for Milton. Attorney Goldberg has 25 years of public law experience advising clients on general municipal law issues, particularly with respect to municipal governance, municipal finance and administrative law. She serves as the firm's point person for election-related issues, Attorney Goldberg represents both client and special counsel municipalities in high stakes recounts and election related litigation.

Prior to joining the firm, Attorney Goldberg served as Legal Counsel to the Office of the Secretary of the Commonwealth, Elections Division.

Attorney Goldberg would assist Attorney Klein with the transition and manage on-boarding. Once acclimated, she would begin to coordinate a new secondary attorney for the Town. She assured the Board Members that there is no set timetable, all in due course.

Mr. Wells:

2. *What is your general approach to providing town counsel services? What do you see as your role within the town's organization set up? How do you define a successful Town / Town Counsel relationship?*

Attorney Goldberg explained that the firm prefers to be part of the team. KLP Law is your counsel. They do not favor the phrase: "outside counsel." Town Counsel wants to help brainstorm and anticipate issues. If they are in the know, Town Counsel will be able to provide legal services in advance of a calamity. KP Law believes in being proactive and always looking ahead, a strategy that benefits their clients. Attorney Goldberg also noted that their firm has a great working relationship with various state agencies.

Attorney Klein emphasized that KP Law wants their clients to be comfortable. The firm wants municipal leaders to feel that a five-minute phone call to their office was worth the investment to avert a potential problem. The team at KP Law is available 24/7.

Mr. Daley:

3. *How are you prepared to handle such a variety of municipal issues? What kind of expertise does your firm have on staff to assist the lead attorney?*

Attorney Klein informed the Select Board that KP Law is well-versed in handling a multitude of municipal issues. The firm has 50 attorneys who specialize in municipal law. Their large client base provides a broader view of issues and an opportunity for the attorneys to respond effectively.

The size of KP Law is one of their best attributes, added Attorney Goldberg. The firm has experts in every area of municipal law, and its Land Court Practice is well respected.

Chair Zoll:

4. *Many of our ongoing issues and potential litigation stem from land use related issues. What is your experience / your firms ability to handle complicated land use matters? Provide an example of a successful defense of a land use body and the issues involved in the matter.*

Attorney Goldberg responded. While she and Attorney Goldberg are not as well versed on this subject matter as their land use colleagues. To start, KP Law would meet with Milton's Planning Board, Zoning Board and Conservation Commission to name just a few, to learn what type of land use matters Milton litigates. Attorney Goldberg and Attorney Klein would then determine which member of their land use team would be the right fit. The firm's Land Use Department is very busy and well represented.

Mr. Milano, the Town Administrator, inquired about the firm's contact procedures regarding land use matters. Attorney Klein informed Mr. Milano and the Board Members that municipalities are welcome to contact the Land Use Attorneys directly. The firm is very flexible. Attorney Klein and Attorney Goldberg recommended that they be included in any correspondence to prevent any missed opportunities.

Mr. Wells:

5. *What is your process for explaining complicated legal issues to non-attorneys, i.e. board / committee members, Town Meeting Members etc.?*

Attorney Klein stated that it was a great question.

Simple and clear answers. The team at KP Law are aware that legal terminology can be difficult to interpret. They are trained to read the room and know their target audience. They enjoy interacting with residents and Town Meeting Members. Town Counsel view it as an opportunity to demonstrate their function in government and provide clarity on an issue.

Mr. Daley:

6. *Town Counsel is sometimes called upon to provide their opinion in a public setting and may not be able to assert the attorney-client privilege if doing so would negatively impact the ability of committee members or town meeting to engage in debate on an issue. How have you navigated issues like this in other communities?*

Attorney Klein stated that he and his colleagues do their best to prepare for every scenario, but there are times that Town Counsel will get thrown a curveball question. When it happens, Town Counsel must rely on their experience and give the best response possible.

Mr. Zoll:

7. *Can you tell us about a time where you initially gave advice, but later determined that a different approach on the issue was warranted? How did you communicate that to your client and address the issue?*

Attorney Klein noted that he is always evaluating strategy and will recommend a change of course if necessary and provided an example from a past labor dispute.

Mr. Wells:

8. *Milton has had the same legal counsel for many issues. How do you structure a transition period to minimize issues and get to know our community and team?*

Attorney Goldberg responded and informed the Select Board and Mr. Milano that the firm takes a number of steps to provide a smooth and comfortable transition. KP Law will contact former Counsel for a debrief. She and Attorney Klein will meet with the Town Administrator, Chairs of the Board to discuss current issues and build a rapport with Town staff. The firm will also attend evening meetings.

The Board Members expressed their appreciation to Attorney Klein and Attorney Goldberg for their time.

The interview ended at 8:59AM.

The Select Board took a brief recess at 9:00AM.

The Select Board reconvened at 9:07AM

b. Mead Talerman Costa, LLC

Attorney Lisa Mead
Attorney Adam Costa

Interview questions:

Chair Zoll:

1. *Please introduce your team and each attorney's experience. Please tell us about your interest in working for the Town of Milton and each of your role in working with the Town?*
 - *Follow up question regarding capacity if not directly addressed in their response: Please describe your capacity and the firm's current capacity to take on new clients and you will allocate resources to ensure Milton has the representation and access that we need?*

Attorney Lisa Mead proposed lead counsel for Milton and her colleague, Attorney Adam Costa introduced themselves, highlighted their experiences and shared how Mead, Talerman and Costa, LLC (MTC), can help Milton. Attorney Jay Talerman, Milton's proposed secondary was unable to attend. He is recuperating from surgery.

Attorney Mead, a partner in the Firm, provides general municipal counsel services to cities and towns as well as special counsel services. Having served as the Mayor of Newburyport and a former City Solicitor, Attorney Mead is broadly qualified to assist municipalities, address local legal issues. Her goal when founding the firm was to put "counsel" back into Town Counsel and MTC has successfully accomplished that objective.

Attorney Costa, a partner in the Firm, is an experienced practitioner in the areas of general municipal law, land use and zoning law and real estate law. He manages the firm's litigation for their municipalities.

MTC presently services as Town Counsel for more than three dozen towns and also serves as Special Counsel to a host of other municipalities on variety of matters relating to general municipal law, land use, planning and environmental law. The firm has a real estate conveyancing practice, and they also do private development work. MTC has three offices in MA and is geographically situated to effectively serve all of its municipal clients.

The team at MTC offers their municipalities regular office hours and various fee options. There are two points of contact to assist Milton manage its day-to-day needs. Attorney Mead and Attorney Costa want to become part of Milton's team.

Mr. Wells:

2. *What is your general approach to providing town counsel services? What do you see as your role within the town's organization set up? How do you define a successful Town / Town Counsel relationship?*

Attorney Mead noted that the firm likes to establish a level of comfort with their clients. To be effective, the attorneys need to become a part of the organization. Questions are encouraged because they help prevent problems. Office hours provide familiarity. The attorneys want to share their experiences and apply their best practices and insights with Milton.

Attorney Mead did acknowledge that the role of Town Counsel is not policy maker.

Attorney Costa shared an example of a successful Town Counsel relationship and stressed that the team from MTC will always give good, objective advice.

Mr. Daley:

3. *How are you prepared to handle such a variety of municipal issues? What kind of expertise does your firm have on staff to assist the lead attorney?*

Attorney Mead responded. The firm's team is comprised of 17 attorneys with expertise on just about everything in municipal law. She went on to note that municipal law is exciting because there is always something new developing which allows their team the opportunity to conduct research and respond effectively.

Mead, Talerman and Costa is divided into groups: contracting and procurement, labor, real estate and litigation and they meet regularly to discuss priority items for their communities.

Attorney Costa acknowledged the benefits of a mid-size law firm. MTC has an experienced team that can get Milton the answers it needs.

Chair Zoll:

4. *Many of our ongoing issues and potential litigation stem from land use related issues. What is your experience / your firms ability to handle complicated land use matters? Provide an example of a successful defense of a land use body and the issues involved in the matter.*

Attorney Mead noted that many of the attorneys from MTC sit on the Planning Board and/or Zoning Board of Appeals in their communities and their feedback is important. The question that is always front and center: What's the impact of this decision down the road? Town Counsel

must ensure that the decision, granted with conditions is enforceable and defensible and that the municipality get the benefits of the special permit or whatever applications before it.

Attorney Costa noted that at any given time, the firm has 75 to 100 appearances in land court, superior court cases and occasionally housing court cases. He shared success stories regarding a controversial 40B application in Lunenburg and a comprehensive permit granted by the Zoning Board of Appeals in the Town of Duxbury.

Mr. Wells:

5. *What is your process for explaining complicated legal issues to non-attorneys, i.e. board / committee members, Town Meeting Members etc.?*

Attorney Mead felt that it is best to offer an explanation as succinctly and in plain language as possible.

Attorney Costa added that there is an art to representing municipalities and attending Town Meetings, Select Board, Planning Board and ZBA meetings. Communication is important and one of the firms hallmarks. Attorneys cannot take the same approach in a municipal setting as they do in the courtroom.

Attorney Costa explained that MTC offers training sessions regarding a number of topics: open meeting law, public records law, conflict of interest law and meeting decorum. These sessions are designed to provide insight to new and seasoned volunteers.

Mr. Daley:

6. *The Town Counsel is sometimes called upon to provide their opinion in a public setting and may not be able to assert the attorney-client privilege if doing so would negatively impact the ability of committee members or town meeting to engage in debate on an issue. How have you navigated issues like this in other communities?*

Attorney Mead stated that the team at MTC is cognizant of their role and of their client. Town Counsel is prepared; they couch their answers, so they are correct and legal and are aware of the ramifications. The attorneys are also trained how to read the room and respond accordingly.

Attorney Costa reiterated that preparation is paramount.

Mr. Wells:

7. *Can you tell us about a time where you initially gave advice, but later determined that a different approach on the issue was warranted? How did you communicate that to your client and address the issue?*

Attorney Mead acknowledged that mistakes happen and taking ownership is important. She will make the call to her client and explain that the firm has reviewed the case and found a better way to address the matter.

Attorney Costa shared a recent example.

Chair Zoll:

8. *Milton has had the same legal counsel for many issues. How do you structure a transition period to minimize issues and get to know our community and team?*

Attorney Mead stated that MTC will coordinate the Town's current firm to provide a smooth transition. One of the firm's first steps is an introductory Department Head meeting followed by introductions to the Select Board, Planning Board, Zoning Board of Appeals, Conservation Commission, etc. The team will also attend evening meetings to help gain a better understanding of how Milton functions.

The Board Members expressed their appreciation to Attorney Mead and Attorney Costa for their time.

The interview ended at 9:48AM.

4. Discussion/Approval – Potential Vote on Town Counsel Services

Per the Chair's request, the Board Members will reconvene to discuss their feedback once Mr. Daley, Mr. Keohane and Ms. Haggerty have watched the Town Counsel interviews. This

Mr. Wells suggested that if the new Members would like to talk or have a discussion with our current town counsel firm: Murphy Hesse, Toomey and Lehane, LLP than it would be worthy to do that.

Mr. Milano is coordinating information from the reference checks and will share it with the Select Board via e-mail.

5. Discussion/Update – October 27, 2025 Fall Special Town Meeting Potential Warrant Articles

- a. Article ## General Bylaws Amendment: Chapter 105 Alcohol on Town Property
- b. Article ## General Bylaws Amendment: Light Trespass
- c. School Building Committee: Article ## Home Rule Petition to Extend Timeline for School Project Land Transactions by 5 Years
- d. Climate Action Planning Committee: Article ## Municipal Decarbonization Commitment
- e. Placeholder – Master Plan Implementation Committee
- f. Planning Board: Article ## Zoning Bylaws Amendment: Sign Bylaw
- g. Other potential articles

Mr. Milano provided an update on the Warrant Articles for the Special Town Meeting.

Drafts of the General Bylaws Amendment: Chapter 105 Alcohol on Town Property will be distributed to Mr. Wells for review and to the Warrant Committee.

Final edits of the General Bylaws Amendment: Light Trespass Article has been circulated.

Mr. Wells moved to include the Article regarding the General Bylaws Amendment: Light Trespass into the Special Town Meeting Warrant. The motion was seconded by Mr. Daley. The Board voted unanimously (3-0) to include this Article in the Warrant.

The Select Board will address the following Warrant Articles at their next meeting.

- ❖ School Building Committee:
Article ## Home Rule Petition to Extend Timeline for School Project Land Transactions by 5 Years
- ❖ Climate Action Planning Committee:
Article ## Municipal Decarbonization Commitment
- ❖ Placeholder –Master Plan Implementation Committee
- ❖ Planning Board:
Article ## Zoning Bylaws Amendment: Sign Bylaw
- ❖ Other potential Articles

6. Discussion/Approval – Applications to Use Town Green and Baron Hugo Gazebo

- a. Milton Health Department and the Milton Coalition on Thursday, August 28, 2025 from 5PM-8PM in recognition of International Overdoes Awareness Day**
- b. First Parish of Milton on Sunday, September 21, 2025 from 1PM-5PM for a Town-wide observance of SUNday, a nationwide initiative to highlight and promote solar and wind energy**

Mr. Wells moved to approve the following applications to use the Town Green and Baron Hugo Gazebo:

Milton Health Department and the Milton Coalition on Thursday, August 28, 2025 in recognition of International Overdoes Awareness Day

and

First Parish of Milton on Sunday, September 21, 2025 from 1PM-5PM for a Town-wide observance of SUNday, a nationwide initiative to highlight and promote solar and wind energy. The motion was seconded by Mr. Daley. The Board voted unanimously (3-0) to approve.

7. Discussion/Approval – Application to Use Manning Park

- a. Milton Chamber of Commerce and Milton Art Center on Friday, September 5, 2025 from 4PM-7:30PM for Back to Business: A Community Celebration**

Mr. Wells moved to approve the application from the Milton Chamber of Commerce and the Milton Art Center to use Manning Park on Friday, September 5, 2025 from 4PM-7:30PM for Back to Business: A Community Celebration. The motion was seconded by Mr. Daley. The Board voted unanimously (3-0) to approve.

8. Discussion/Approval – Meeting Minutes – May 13, 2025, May 21, 2025, June 10, 2025, June 16, 2025, June 17, 2025, June 20, 2025, June 26, 2025

This matter has been deferred. The Board will wait for Mr. Keohane to return.

9. Executive Session: Pursuant to M.G.L. c. 30A, § 21(a)(7) - Approval of Executive Session Meeting Minutes dated: January 9, 2024, February 26, 2024, February 27, 2024, March 4, 2024, April 22, 2025, June 10, 2025, June 20, 2025, June 26, 2025 and to approve the release of all executive session meeting minutes related to Attorney General v. the Town of Milton et. al., No. SJ-2024-0078 and SJC 13580 (Supreme Judicial Court, Suffolk County) and potential litigation regarding M.G.L. c. 40A §3A

This matter has been deferred. The Board will wait for Mr. Keohane to return.

10. Adjourn

At 9:58AM, Mr. Wells moved to adjourn. The Board voted unanimously (3-0) to adjourn.

Respectfully submitted by Lynne DeNapoli, Executive Administrative Assistant to the Select Board

To view the Town Counsel interviews in their entirety, please visit:

Documents

Version 1. DRAFT- Article ## General Bylaws Amendment: Chapter 105 Alcohol on Town Property

Version 2. DRAFT- Article ## General Bylaws Amendment: Chapter 105 Alcohol on Town Property

DRAFT- Article ## General Bylaws Amendment: Light Trespass

DRAFT Article ## Municipal Decarbonization Commitment

Application to Use the Town Green/Baron Hugo Gazebo:

Milton Health Department and the Milton Coalition on Thursday, August 28, 2025 in recognition of International Overdoes Awareness Day

Application to Use the Town Green/Baron Hugo Gazebo:

First Parish of Milton on Sunday, September 21, 2025 from 1PM-5PM for a Town-wide observance of SUNDAY, a nationwide initiative to highlight and promote solar and wind energy

Application to use Manning Park:
Milton Chamber of Commerce and the Milton Art Center on Friday, September 5, 2025 from
4PM-7:30PM for Back to Business: A Community Celebration.

DRAFT