



Select Board

Meeting Packet

November 18, 2025

**Town of Milton
Select Board
Tax Classification Public Hearing**

The Select Board will conduct a public hearing at 7:05 PM, Tuesday, November 18, 2025 in the Paul Kelly Community Room at the Council on Aging located at 10 Walnut Street in Milton on Property Tax Classification under the provisions of Chapter 40, Section 56 of the Massachusetts General Laws. The purpose of the public hearing is to hear public comment on and to solicit recommendations from the public on how the Fiscal Year 2026 property tax levy shall be distributed among the residential, open space, commercial, and industrial classes of property. The hearing shall include a report by the Board of Assessors describing the options available.

To access the meeting remotely, members of the public may: 1) watch the meeting broadcast live on Milton Access TV; 2) Use the Zoom application to view or participate in the meeting at this link:

<https://us02web.zoom.us/j/89823330369?pwd=T9kATJvDaWKKajEbrIM32YdclIwTq2.1>

3) Dial into the meeting by calling 1-929-205-6099 and entering Meeting ID: 898 2333 0369 and Passcode: 461193. The meeting link will be posted on www.townofmilton.org on the Public Meeting Calendar at least 48 hours before the meeting.



Town of Milton

Fiscal Year 2026 Tax Classification Hearing

November 18, 2025

Prepared for the Select Board

Benjamin Zoll, Chair

Winston Daley, Vice-Chair

Meghan Haggerty, Secretary

Richard G. Wells, Jr., Member

John E. Driscoll, Jr., Member

Prepared by the Board of Assessors

Brian M. Cronin, Chair

C. Robert Reetz, Vice-Chair

William E. Bennett, Member

Charles T. O'Shea, Chief Appraiser



BOARD OF ASSESSORS

Brian M. Cronin, Chair
C. Robert Reetz, Vice-Chair
William E. Bennett, Member

Charles O'Shea
Chief Appraiser

To: Select Board

November 18, 2025

From: Board of Assessors

Re: Tax Classification Hearing

Chapter 40 Section 56 of the Massachusetts General Laws requires the Select Board to make policy decisions regarding the property tax burden to be borne by each class of property: Residential, Open Space, Commercial, Industrial and Personal.ⁱ

The changes to this year's assessed values are based on property sales occurring in calendar year 2024 as well as newly built houses and renovations to existing properties, known as new property tax growth. Valuation from new growth, which is outside proposition 2 ½, increased the taxable receivables by \$1,499,207.ⁱⁱ

Residential property values continued strong. Continued demand resulted in the average assessed value of a single-family home increasing just over 5%, from \$1,028,487 to \$1,081,191.ⁱⁱⁱ

Commercial properties also saw an increase with Commercial going up just under 4%. Industrial properties increased less than ½%.

The estimated fiscal year 2026 maximum allowable tax levy of \$114,918,721 represents a 16% increase from the prior year. This is due to the tax override amount being introduced into the 2026 total levy.^{iv}

With the property values increasing along with the override, this translates to an 11.9% tax bill increase for the average single-family house and to a 10.6% increase for the average commercial property.^v

Enclosed please find information and recommendations that will serve as a guideline for making these decisions.

Respectfully submitted,

Milton Board of Assessors

End Notes: FY 26 Reference Information

ⁱ Massachusetts General Laws ch. 40, § 56

ⁱⁱ **Massachusetts Department of Revenue.** (n.d.). *DLS Gateway - LA-13 - Tax Base Levy Growth*. Retrieved from <https://dls-gw.dor.state.ma.us/gateway/TaxRate/LA13>

ⁱⁱⁱ **Massachusetts Department of Revenue, Division of Local Services.** (2025, September 30). *DLS Gateway - LA-4 - Assessment / Classification: Milton 2026*. Retrieved from <https://dls-gw.dor.state.ma.us/gateway/TaxRate/LA4>

^{iv} **Massachusetts Department of Revenue, Division of Local Services.** (2025). *DLS Gateway - Levy Limit Calculations: Milton 2026*. Retrieved from <https://dls-gw.dor.state.ma.us/gateway/Taxrate/LevyLimit>

^v **Massachusetts Department of Revenue, Division of Local Services.** (2025). *DLS Gateway - Levy Limit Calculations: Milton 2026*. Retrieved from <https://dls-gw.dor.state.ma.us/gateway/Taxrate/LevyLimit>

Options for Fiscal Year 2026 Tax Classification

	OPTION 1	OPTION 2	OPTION 3	OPTION 4
Shift	1.5	1.4975	1.495	Single Tax Rate
Residential Tax Rate	\$11.81	\$11.81	\$11.81	\$12.09
Commercial Tax Rate	\$18.13	\$18.10	\$18.07	\$12.09
Avg Single Family Tax	\$12,769	\$12,769	\$12,769	\$13,072
Avg Commercial Tax	\$20,511	\$20,477	\$20,443	\$13,678
Avg Single Family Tax Change	11.9%	11.9%	11.9%	14.60%
Avg Commercial Tax Change	10.6%	10.44%	10.26%	-26.23%
Residential Factor	0.9771	0.9772	0.9773	1

Fiscal Year 2025 shift and tax rates

Shift	1.4925
Residential Tax Rate	\$11.09
Commercial Tax Rate	\$16.94
Avg Single Family Value	\$1,028,487
Avg Commercial Value	\$1,094,520
Average Single Family Tax	\$11,406
Average Commercial Tax	\$18,541
Residential Factor	0.9771

Fiscal Year 2026	Avg. Value	% Change
Avg Single Family Value	\$1,081,191	5%
Avg Commercial Value	\$1,131,327	3.3%

History of Tax Rates and Tax Shifts 2013 to present

Fiscal Year	Res Rate	Com. Rate	Shift
2025	\$11.09	\$16.94	1.49
2024	\$10.92	\$17.94	1.56
2023	\$11.40	\$18.22	1.56
2022	\$12.48	\$19.12	1.5
2021	\$13.13	\$20.41	1.52
2020	\$13.12	\$20.10	1.5
2019	\$13.18	\$20.20	1.5
2018	\$13.81	\$21.90	1.55
2017	\$13.56	\$21.51	1.55
2016	\$13.50	\$21.70	1.57
2015	\$13.94	\$22.40	1.57
2014	\$14.99	\$22.97	1.5
2013	\$14.70	\$22.54	1.5

* Figures subject to change pending tax rate approval

Decisions to be made under Classification:

1. RESIDENTIAL FACTOR	REQUIRED TO CHOOSE
<p>A policy decision is needed to determine the amount of the tax levy which the Residential, Open Space, Commercial, Industrial and Personal Property classes will bear. A Minimum Residential Factor (MRF) may be adopted, thereby reducing the residential tax rate by a specific percentage, and increasing the tax rate for Commercial, Industrial and Personal Property to as much as 150% of what they would pay at the 100% valuation.</p>	
2. RESIDENTIAL EXEMPTION	OPTIONAL (YES OR NO)
<p>A policy decision is needed concerning the allowance of up to a 35% residential exemption. The maximum exemption which may be applied to each <u>principal residence</u> is 35% of the average assessed value of the residential class. Adopting a residential exemption increases the residential tax rate. The amount of the tax levy paid by the class remains the same, but because of the exempted valuation, it is distributed over less assessed value. Properties over the median value pay more taxes under this exemption.</p> <p>Milton has not adopted this previously. This option is typically adopted in rental areas and summer home areas. Previously it has been chosen by 18 out of 351 communities, such as Boston, Cambridge, Tisbury, Nantucket etc.</p>	
3. SMALL COMMERCIAL EXEMPTION	OPTIONAL (YES OR NO)
<p>A policy decision is needed regarding the small commercial exemption. A small commercial business exemption is an option that can reduce commercial valuation by up to 10%. However, adopting a small commercial exemption increases the commercial and industrial tax rates.</p> <p>Milton has not adopted this previously. This has been previously adopted by 14 out of 351 communities.</p>	

RECOMMENDATIONS FROM THE BOARD OF ASSESSORS

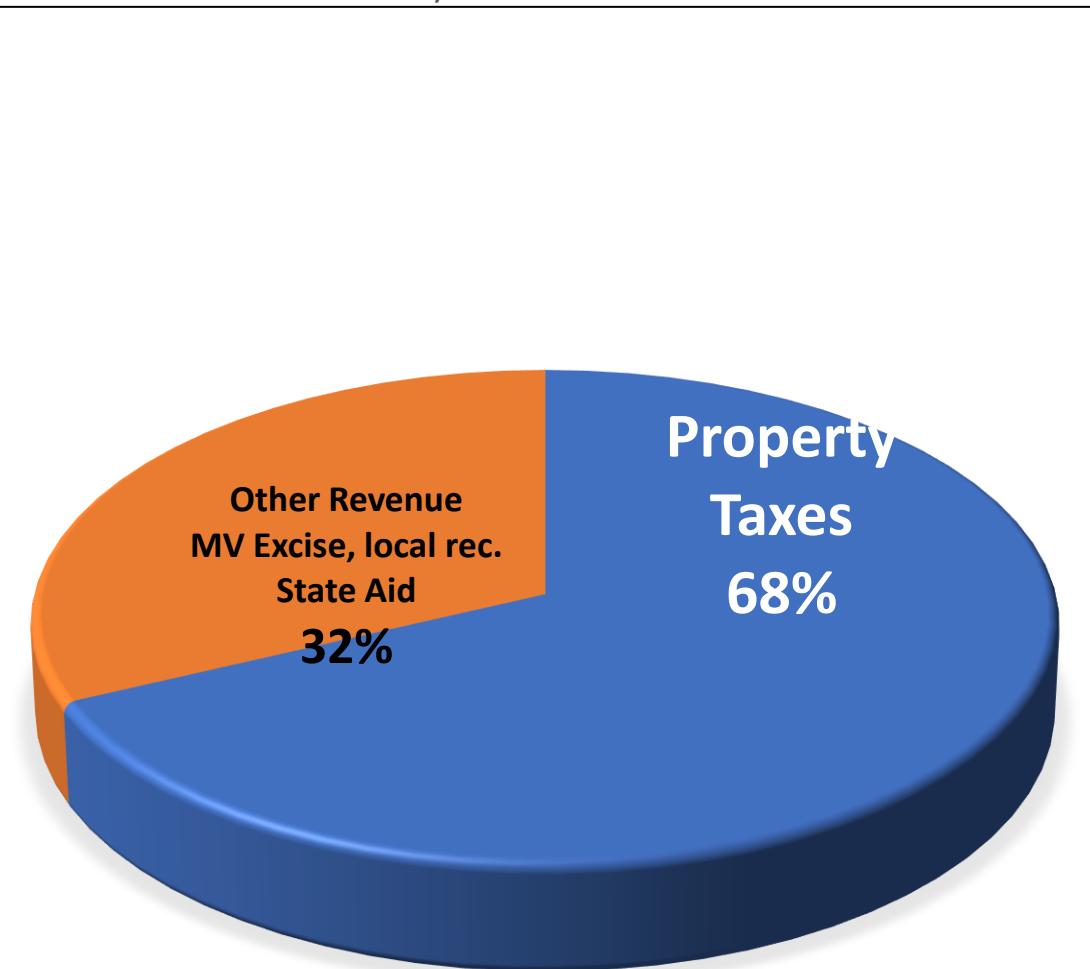
The Board of Assessors recommends the following regarding the FY26 tax burden to be borne by each class of property:

Vote: “That the Town of Milton adopt a minimum residential factor of 0.9771, NOT to adopt a residential exemption and NOT to adopt a small commercial exemption.”

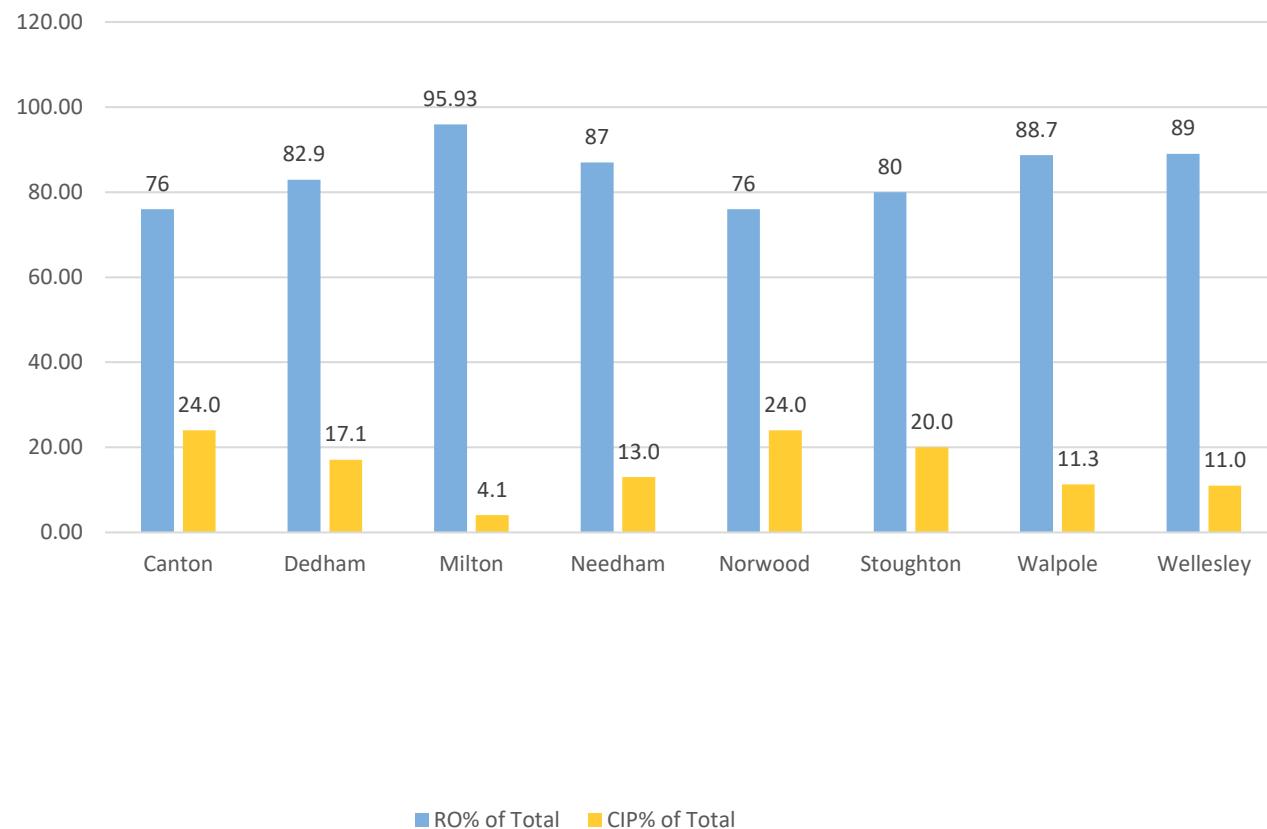
Fiscal Year 2026 Reference Information

REVENUE SOURCES

W/O ENTERPRISE FUNDS



Residential VS. Commercial, Industrial, Personal Property Assessed Value



Maximum Levy

I. TO CALCULATE THE FY 2025 LEVY LIMIT

A. FY 2024 Levy Limit	95,438,796
A1. Amended FY 2024 Growth	0
B. ADD (IA + IA1)*2.5%	2,385,970
C. ADD FY 2025 New Growth	1,290,115
C1. ADD FY2025 New Growth Adjustment	0
D. ADD FY 2025 Override	0
E. FY 2025 Subtotal	99,114,881
F. FY 2025 Levy Ceiling	224,631,277
	I.
	99,114,881

FY 2025 Levy Limit

II. TO CALCULATE THE FY 2026 LEVY LIMIT

A. FY 2025 Levy Limit from I.	99,114,881
A1. Amended FY 2025 Growth	0
B. ADD (IIA + II A1)*2.5%	2,477,872
C. ADD FY 2026 New Growth	1,499,207
C1. ADD FY 2026 New Growth Adjustment	0
D. ADD FY 2026 Override	8,800,000
E. ADD FY 2026 Subtotal	111,891,960
F. FY 2026 Levy Ceiling	237,723,902
	II.
	111,891,960

FY 2026 Levy Limit

III. TO CALCULATE THE FY 2026 MAXIMUM ALLOWABLE LEVY

A. FY 2026 Levy Limit from II.	111,891,960
B. FY 2026 Debt Exclusion(s)	1,336,994
C. FY 2026 Capital Expenditure Exclusion(s)	500,000
D. FY 2026 Stabilization Fund Override	700,000
E. FY 2026 Other Adjustment <small>Special Purpose Debt Stabilization</small>	992,187
F. FY 2026 Water/Sewer	0
G. FY 2026 Maximum Allowable Levy	\$ 115,421,141

History of Tax Rates and Tax Shifts 2012 to 2025

Fiscal Year	Res Rate	Com. Rate	Shift
2025	\$11.09	\$16.93	1.4925
2024	\$10.92	\$17.94	1.6
2023	\$11.40	\$18.22	1.56
2022	\$12.48	\$19.12	1.5
2021	\$13.13	\$20.41	1.52
2020	\$13.12	\$20.10	1.5
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2016	\$13.50	\$21.70	1.57
2015	\$13.94	\$22.40	1.57
2014	\$14.99	\$22.97	1.5
2013	\$14.70	\$22.54	1.5
2012	\$14.35	\$21.99	1.5

Property Type	Parcel Count	Class1 Residential	Class2 Open Space	Class3 Commercial	Class4 Industrial	Class5 Pers Prop
101	7,221	7,807,277,300				
102	498	386,418,500				
MISC 103,109	47	126,659,300				
104	561	517,580,000				
105	20	19,512,100				
111-125	18	167,994,500				
130-32,106	166	40,621,600				
200-231	0		0			
300-393	118			133,496,600		
400-442	6				5,724,100	
450-452	0				0	
CH 61 LAND	0	5	0	7,369		
CH 61A LAND	6	0	0	40,255		
CH 61B LAND	2	3	0	4,945,932		
012-043	25	25,590,698	0	51,388,422	0	
501	140					2,194,983
502	139					6,107,989
503	0					0
504	3					184,861,176
505	6					23,899,900
506	1					2,954,900
508	3					1,680,462
550-552	0					0
TOTALS	8,988	9,091,653,998	0	189,878,578	5,724,100	221,699,410
Real and Personal Property Total Value						9,508,956,086
Exempt Parcel Count & Value					267	1,280,837,180

LA13

Property Class	(A) All Prior Year Abatement No.	(B) All Prior Year Abatement Values	(C) New Growth Valuation	(D) PY Tax Rate	(E) Tax Levy Growth
RESIDENTIAL					
SINGLE FAMILY (101)	0	0	38,277,000		
CONDOMINIUM (102)	0	0	41,353,100		
TWO & THREE FAMILY (104 & 105)	0	0	611,400		
MULTI - FAMILY (111-125)	0	0	17,005,700		
VACANT LAND (130-132 & 106)	0	0	1,699,900		
ALL OTHERS (103, 109, 012-018)	0	0	6,497,500		
TOTAL RESIDENTIAL	0	0	105,444,600	11.09	1,169,381
OPEN SPACE	0	0	0		
OPEN SPACE - CHAPTER 61, 61A, 61B	0	0	0		
TOTAL OPEN SPACE	0	0	0	0.00	0
COMMERCIAL	0	0	1,305,900		
COMMERCIAL - CHAPTER 61, 61A, 61B	0	0	0		
TOTAL COMMERCIAL	0	0	1,305,900	16.93	22,109
INDUSTRIAL	0	0	0	16.93	0
PERSONAL PROPERTY	0	0	18,175,868	16.93	307,717
TOTAL REAL & PERSONAL	0	0	124,926,368		1,499,207

Overlay

Overlay Available

1. Overlay Balance as of 6/30/2025	2,081,351.87
2. Overlay from FY 2026 (Tax Rate Recap Page 2 IID)	395,226.55
3. Overlay Balance Available (Add lines 1 and 2)	2,476,578.42

Overlay Use

4. Overlay Transferred to Overlay Surplus after 7/1/2025	0.00					
5. Other Overlay Charges after 7/1/2025	0.00	Abatements and Exemptions Granted				
6. 5 year Average Abatements And Exemptions Granted thru 6/30/2025	172,507.23	FY 2025	FY 2024	FY 2023	FY 2022	FY 2021
7. Overlay Balance Needed (Add lines 4 thru 6)	172,507.23	111,695.00	202,582.61	141,909.66	186,576.66	219,772.21
8. Overlay Balance Available in excess of Overlay Balance Needed (negative indicates a Shortfall) (subtract line 7 from line 3)	2,304,071.19	5-year average FY 2021 to FY 2025	172,507.23			

Potential Future Liabilities

9. Real Estate Tax Receivables as of 6/30/2025	1,346,114.09
10. Personal Property Tax Receivables as of 6/30/2025	148,677.82
11. Pending ATB or Court decision(s)	292,315.82
12. Total Potential Future Liabilities	1,787,107.73

LA4 Comparison

Property Type	Description	FY 2025 Parcel Count	FY 2025 Assessed Value	FY 2026 Parcel Count	FY 2026 Assessed Value	Parcel Difference	Parcel % Difference	Assessed Value Difference	Assessed Value % Difference
101	Single Family	7,224	7,429,791,200	7,221	7,807,277,300	-3	0.0%	377,486,100	5.1%
102	Condominiums	442	347,367,600	498	386,418,500	56	12.7%	39,050,900	11.2%
MISC 103,109	Miscellaneous Residential	44	106,878,700	47	126,659,300	3	6.8%	19,780,600	18.5%
104	Two - Family	565	505,655,500	561	517,580,000	-4	-0.7%	11,924,500	2.4%
105	Three - Family	20	19,062,400	20	19,512,100	0		449,700	2.4%
111-125	Apartment	11	126,140,000	18	167,994,500	7	63.6%	41,854,500	33.2%
130-32,106	Vacant / Accessory Land	171	39,747,800	166	40,621,600	-5	-2.9%	873,800	2.2%
200-231	Open Space	0	0	0	0	0		0	
300-393	Commercial	117	128,058,900	118	133,496,600	1	0.9%	5,437,700	4.2%
400-442	Industrial	6	5,702,500	6	5,724,100	0		21,600	0.4%
450-452	Industrial Power Plant	0	0	0	0	0		0	
CH 61 LAND	Forest	0	7,035	0	7,369	0		334	4.7%
CH 61A LAND	Agriculture	4	9,261	6	40,255	2	50.0%	30,994	334.7%
CH 61B LAND	Recreational	2	4,669,522	2	4,945,932	0		276,410	5.9%
012-043	Multi-use - Residential	24	17,950,111	25	25,590,698	1	4.2%	7,640,587	42.6%
012-043	Multi-use - Open Space	0	0	0	0	0		0	
012-043	Multi-use - Commercial	0	48,746,759	0	51,388,422	0		2,641,663	5.4%
012-043	Multi-use - Industrial	0	0	0	0	0		0	
501	Individuals / Partnerships / Associations / Trusts / LLC	149	2,354,980	140	2,194,983	-9	-6.0%	-159,997	-6.8%
502	Corporations	141	6,106,330	139	6,107,989	-2	-1.4%	1,659	0.0%
503	Manufacturing	0	0	0	0	0		0	
504	Public Utilities	3	169,716,620	3	184,861,176	0		15,144,556	8.9%
505	Centrally Valued Telephone	6	22,420,500	6	23,899,900	0		1,479,400	6.6%
506	Centrally Valued Pipelines	1	2,935,000	1	2,954,900	0		19,900	0.7%
508	Wireless Telephone	3	1,930,360	3	1,680,462	0		-249,898	-12.9%
550-552	Electric Generating Plant	0	0	0	0	0		0	
EXEMPT VALUE	Exempt Property	268	1,247,513,038	267	1,280,837,180	-1	-0.4%	33,324,142	2.7%
Total Class 1	TOTAL RESIDENTIAL	8,501	8,592,593,311	8,556	9,091,653,998	55	0.6%	499,060,687	5.8%
Total Class 2	TOTAL OPEN SPACE	0	0	0	0	0		0	
Total Class 3	TOTAL COMMERCIAL	131	181,491,477	134	189,878,578	3	2.3%	8,387,101	4.6%
Total Class 4	TOTAL INDUSTRIAL	6	5,702,500	6	5,724,100	0		21,600	0.4%
Total Class 5	TOTAL PERSONAL PROPERTY	303	205,463,790	292	221,699,410	-11	-3.6%	16,235,620	7.9%
Total Taxable	TOTAL REAL & PERSONAL	8,941	8,985,251,078	8,988	9,508,956,086	47	0.5%	523,705,008	5.8%

FY26 Largest Real Estate Assessments

	Taxpayer	Location	Type	FY26 Value	FY26 Tax Value
1	Milton Fuller	1399 Blue Hill Av	Apartments	\$62,015,600	\$732,404
2	Extra Space Properties Seventy Two LLC	2-6 Adams Street	Self Storage	\$26,267,100	\$476,223
3	Housing Opportunities Milton Elderly	500 Blue Hill Ave	Apartments	\$24,969,500	\$294,890
4	50 Eliot St	50 Eliot St	Apartments	\$20,730,200	\$244,824
5	Winter Valley Residences	600 Canton Av	Apartments	\$17,410,700	\$205,620

FY26 Largest Personal Property Assessments

	Taxpayer	Location	Type	FY26 Value	FY26 Tax Value
1	Boston Gas (Nstar)	Various	Utility	\$94,122,407	\$1,706,439
2	Nstar Electric	Various	Utility	\$90,633,812	\$1,643,191
3	Verizon New England	Various	Telephone	\$20,795,200	\$377,017
4	Comcast of Milton, INC	Various	Cable TV	\$8,436,746	\$152,958
5	RCN Telecom Services	Various	Utility	\$3,000,500	\$54,399

AVG SFR VALUES, TAX BILLS as % OF INCOME								
Municipality	FY	SFR Values	SFR Parcels	Avg SFR Value	SFR Tax Bill*	SFR Tax Bill as % of Value*	DOR Income Per Capita	Avg Tax Bill as a % of Income
Canton	2025	4,581,013,000	5,538	827,196	8,181	0.99	78,194	10.46
Dedham	2025	5,061,900,400	6,643	761,990	9,616	1.26	77,892	12.35
Milton	2025	7,429,791,200	7,224	1,028,487	11,406	1.11	100,620	11.34
Needham	2025	12,321,440,600	8,414	1,464,398	15,523	1.06	169,870	9.14
Norwood	2025	3,941,781,295	5,854	673,348	7,084	1.05	52,847	13.4
Stoughton	2025	3,696,511,272	6,712	550,732	6,818	1.24	41,746	16.33
Walpole	2025	5,201,611,500	6,633	784,202	10,061	1.28	71,933	13.99
Wellesley	2025	14,083,438,000	7,315	1,925,282	19,792	1.03	334,709	5.91

Residential Exemption

What is the Residential Exemption?

A Residential Exemption is one of the options available to cities and towns under property tax classification. MGL c. 59, sec. 5C. It shifts the tax burden within the residential class from owners of moderately valued residential properties to the owners of vacation homes, higher valued homes and residential properties not occupied by the owner, such as apartments and vacant land.

A municipality can grant a residential exemption up to 35% of the average residential value for each owner-occupied property for real estate tax purposes. This is done by shifting a portion of the tax levy from the owner occupied residential to the non-owner occupied properties and lower valued properties to higher valued properties. Since the tax dollars loss by granting the residential exemption still must be made up by the residential class, the balance of the residential portion of the levy is raised by increasing the tax rate for the entire class. The effect is basically to shift the tax burden from average and lower valued homes to apartments, summer homes and higher value homes.

Once again, the effect is basically to shift some of the tax burden from low valued to higher valued properties and from the owner-occupied properties to the non-owner properties.

What does the “Residential Exemption” do?

- If adopted, this would apply to the entire Residential Property population (Commercial Properties are not exempted)
- There is no ASSET limit on who would receive this exemption
- There is no INCOME limit on who would receive this exemption
- It would be applied to all owner-occupied residential parcels throughout the Town if adopted
- The total amount of taxes paid by residential properties DOES NOT CHANGE if the “Residential Exemption” is adopted
- The total amount of taxes paid by the residential properties is “shifted” within the residential classes, meaning no tax is actually “exempted”
- Some residential properties PAY MORE, even if they receive the “Residential Exemption”
- Some residential properties PAY LESS

Communities that use the Residential Exemption

- Boston
- Brookline
- Cambridge

- Chelsea
- Everett
- Malden
- Marlborough
- Nantucket
- Somerset
- Somerville
- Tisbury
- Waltham
- Watertown



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

**TOWN ADMINISTRATOR
NICHOLAS J. MILANO
TEL 617-898-4845**

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

SELECT BOARD

**BENJAMIN D. ZOLL,
CHAIR**

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VICE CHAIR**

**MEGHAN E. HAGGERTY,
SECRETARY**

**JOHN E. DRISCOLL, JR.,
MEMBER**

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

November 18, 2025

Philip Eng, General Manager
MBTA
10 Park Plaza. Suite 4160
Boston, MA 02116

Re: Mattapan Line Transformation Project

Dear General Manager Eng:

On September 10, 2025, the Town of Milton sent a letter to the MBTA regarding the Mattapan Line Transformation Project (enclosed). While the MBTA confirmed receipt, we received no follow up and no information. Prior to our meeting on October 27, 2025, Town Administrator Nicholas Milano was informed that the MBTA expected to share information public in a few weeks.

To date, we have still yet to receive an update on the status of the Mattapan Line Transformation project. As we noted in our September 10 letter, the MBTA's website for the Mattapan Line Program identifies the most recent public meeting as June 20, 2023 at which the MBTA stated that 15% design plans would be complete in Winter 2023/2024. The presentation also anticipated a Fall 2023 Public Meeting which did not take place.
<https://www.mbta.com/projects/mattapan-line-program>

We have Select Board meetings scheduled for December 2 and December 16 and request that the MBTA provide a comprehensive update prior to our meeting on December 2, or join us at one of them to provide a detailed update on this project.

If you have any questions or need any additional information, please do not hesitate to contact Town Administrator Nicholas Milano at nmilano@miltonma.gov or 617-898-48453.

Sincerely,

Benjamin D. Zoll, Chair, on behalf of the Milton Select Board:

Winston A. Daley, Vice Chair
Meghan E. Haggerty, Secretary
John E. Driscoll, Jr., Member
Richard G. Wells, Jr., Member

MEMO

Date: November 12, 2025

TO: Nicholas Milano, Town Administrator

FROM: Javier Gutierrez, Director of Community Engagement Department, Sasha Parodi, Manager Community Engagement Department

SUBJECT: Summary Notes from Forum for the Milford Old Firehouse Station

Below is a summary of the notes that were collected at the Forum for the Milford Old Firehouse Station. The forum took place on Monday, November 10, 2025, at 7:00 pm at the Milton Art Center.

What makes a space great?

- Spaces like the Milton Art Center, having a historic facade/look, A building that's maintained its character/historic integrity; Accessible; Building at a welcoming scale (not too big, not too small, good to be in space); Meets people's needs; Adaptive; Brings community together; Has natural light

Old Firehouse Uses Brainstorm: How might old firehouse be used privately, publicly, to bring benefit to the community?

- **Uses:**
 - Café; Bookstore or room with play space for children; Museum of Granite Railway; Shop or other space; Downstairs retail, upstairs office space – but only rentable to Milton residents; Community space; Public housing; Youth center; Lease space for ambulances; Town programming
- **Desires:**
 - Something that will bring revenue to the town; Desire for public control over process/what goes there – even if it is privately owned; Nothing that exacerbates traffic/parking challenges
- **Anticipated Challenges:**
 - Expensive to renovate/do anything; there isn't parking available; we don't yet know what East Milton Sq will look like in a few years – what traffic, etc. Will be like
- **Crowdsourcing Proposals:** (PT=points)- The following question was asked- The old firehouse is a unique part of our community. If you imagine its future, what use or possibility would you like to see explored, whether for public, private, or mixed purposes?
 - **15pt Ideas:** Town owned commercial use space (2); **14pt Ideas:** Brewery (14.5); **13pt Ideas:** Revenue production purposed through privatization; Commercial use that maximizes revenue for the town and maintains the character of the building ;Bakery/café; Co-workspace;**12pt Ideas:** Retail shop with restrictions; Town owned private/public space like MAC, little book room; Incubator space for small businesses; **11pt Ideas:** Keep the asset – fire museum; **10 pt Ideas:** Ice cream store with outdoor seating and office/community development space upstairs; Cafe, ice cream, bookstore; The firehouse should be used for civic activity & ownership should be

maintained for benefit of all. Assets of land & property are irreplaceable and should not be dispensed. The Art Center is a perfect example.; Commercial Bookstore & Children's Playspace – I would like to see the Little Book Room back; Youth center; Museum/historic building. **9pt Ideas:** Study/work center/café; Controlled Rental/Lease - potentially leverage of building as historic tribute to its Fire Station and Railway background; Ambulance company; Town owned/retained commercial; First floor retail, 2nd residential, 3rd residential (new) ;Granite Railway Museum & Café; Historical railroad museum space as part of mixed use space.**8pt Ideas:** Granite Railway Museum; Something with a space for gathering. **7pt Ideas:** Bookstore "Firehouse Books" that would still look like a firehouse ; Place to gather for all; Green space with a memorial stone commemorating first rail road in the country ;Commercial to be rented to budding entrepreneur; Bookstore; Community meeting space; Small office building **5pt Ideas:** Firehouse Pizza – take out only w/ museum highlighting history of fire department area ; **2pt Ideas:** Legal Sea Foods

Themes:

- Town owned and/or town maintains control/say over what goes in the space; Revenue-generating; Enriching Milton lives; Local businesses that bring variety to town (no chains); Something that preserves history/integrity of building; Celebration of Granite railroad

What else is needed:

- More engagement, especially for those who may not have been able to participate ; More information about the building so that discussion can be grounded in knowledge/practicality; Creative pursuit of funds that could help town maintain property; Compare this space to other town owned spaces and potential uses for those ; Consider holding on decisions until there is more information available about East Milton Sq once developments have residents

Annual Town Meeting Monday, May 4, 2026

Friday, January 2, 2026	Select Board closes the warrant
Tuesday, January 6, 2026	Select Board approve articles for inclusion in the warrant
Friday, April 3, 2026	Final Warrant / Comments Complete
Tuesday, April 7, 2026	Select Board to approve the Warrant
Wednesday, April 8, 2026	Final Warrant to printer
Wednesday, April 15, 2026	Warrant posted at the Post Office and mailed to Town Meeting Members
Wednesday, April 22, 2026	Warrant delivered to Town Meeting Members
Monday, May 4, 2026	Annual Town Meeting

*** As soon as articles are received by the Select Board, the Town Administrator will transmit the articles to the Warrant Committee ***

Committees	Appointments	Member / Designee	Member / Designee
Select Board Finance Committee	2 Select Board members	Meghan Haggerty	Winston Daley
Select Board Policy Committee	2 Select Board members	Benjamin Zoll	
Trustees of the Affordable Housing Trust	1 Select Board member	Winston Daley	
Capital Improvement Planning Committee	1 Select Board member	Richard Wells	
Climate Action Planning Committee	1 Select Board member/designee	Ron Israel, Designee	
Massachusetts Port Authority Community Advisory Committee	1 Appointment	Paul Hogan, Designee	
Master Plan Implementation Committee	1 Select Board member	Meghan Haggerty	
Milton Landing Committee	2 Select Board members	Richard Wells	Benjamin Zoll
Municipal Public Educational and Governmental (MPEG) Access, Inc., Board of Directors	1 Select Board member/designee	Benjamin Zoll	
PILOT Committee	1 Select Board member	Winston Daley	
School Building Committee	2 Select Board members/Designees	Meghan Haggerty	Glen Hoffman, Designee
Town Farm Review Committee (Appointed by Governor Stoughton Trustees)	1 Governor Stoughton Trustee	Benjamin Zoll	
Youth Task Force	1 Select Board member	Winston Daley	

Milton Select Board
Draft Goals and Objectives
Adopted by the Select Board: [REDACTED]

- Financial Stability
 - Adopt Financial Policies for Reserves, Capital Planning, and Debt Management by December 2025.
 - Maintain and communicate regarding the Town's long-term financial plan
 - Develop fiscal year budgets that strive to maintain services while recognizing the Town's revenue limitations
 - Ensure that staff pursue available grant opportunities to leverage state and federal tax dollars
 - Maintain and continue efforts to expand/grow Payment in Lieu of Taxes (PILOT) program.
- Economic Development Opportunities
 - Assess the viability of current economic development opportunities
 - Complete an Economic Development Plan, including allocating funds for consultant assistance for a plan if necessary
 - Establish a new committee regarding Economic Development or request that the Master Plan Committee (if established by the October Special Town Meeting) have a key focus on economic development
 - Allocate funding for a new Housing Production Plan
 - Monitor and implement traffic calming measures to improve safety of all road users
- Town Owned Land
 - Town Farm: As Trustees of the Governor Stoughton Trust, work to finalize a lease agreement with the Milton Partnership for Community Reinvestment, LLC, in accordance with the terms of the Request for Proposals.
 - Determine future use of the existing East Milton Fire Station property (525 Adams Street).
 - If the select board elects to dispose of the property (sale or lease), develop a Request for Proposals and begin disposition process by June 30, 2026.
 - If the Select Board elects to keep it as a Town facility, develop a long-term maintenance plan and a plan for the long-term use of the building by June 30, 2026.
- Long-term Capital Projects
 - Complete the Fire Station Projects by bringing approval for the Atherton Street Station to Town Meeting and Voters by Fall 2026/Spring 2027

Milton Select Board
Draft Goals and Objectives
Adopted by the Select Board: [REDACTED]

- Support the School Committee and School Building Committee through the MSBA process for a school project to address overcrowding issues in Milton Public Schools
- Policies, Training, and Employee Engagement
 - Continue to invite a Department Head to a Select Board Meeting on an at least monthly basis for Department updates
 - Continue to develop approaches and programs designed to promote the Town's effort to recruit and retain a talented workforce
 - Develop an orientation process for new Select Board Members
 - Develop a board and committee member training to occur once per year
 - Facilitate implementation of a code of conduct for elected and appointed boards/committees
 - Develop a Communication Policy for the Board by December 2025
 - Conduct a Select Board retreat each June and have quarterly discussion regarding progress toward established goals
- Improve Town Communications
 - Establish and maintain a webpage regarding ongoing large development projects and housing opportunities
 - Improve efforts to communicate information regarding Town capital improvement projects and planning initiatives
- Monitor and share information regarding the Federal government's actions and impact on the Town, Milton Public Schools, and our community.
- Support the Equity and Justice for All Committee's work to improve Town programs and policies
- Support the Climate Action Planning Committee's work and strive to achieve Climate Leaders status by June 30, 2026.

AGENDA FORMATS AND CONTENT

The Chair will arrange the order of items on meeting agendas so that the Board can accomplish its business as expeditiously as possible. The particular order may vary from meeting to meeting to reflect the business at hand.

The Board will follow the order of business established by the agenda, except in cases where the Chair secures the Board's permission to rearrange the order for the convenience of individuals appearing before the Board, or to otherwise expedite Board business.

Items of business may be suggested by any Board member and shall be included on the agenda within the next two meetings of the Board after being suggested. Items of business may be suggested by a citizen at Citizen Speak and the Board will determine whether to include such items on the agenda at a future meeting.

The agenda, together with supporting materials, will be distributed to Board members at least three days prior to the meeting to permit adequate time to prepare for the meeting.

<i>1st Reading:</i>	7/28/2021
<i>2nd Reading:</i>	4/6/2022
<i>Adoption:</i>	4/6/2022

COMMITTEES OF THE SELECT BOARD

The Select Board may establish special committees of the Board apart from the existing standing committees, according to the following guidelines, provided that these guidelines apply only to committees of the Select Board and not to committees appointed by the Select Board pursuant to the Town's Bylaws or a charge by Town Meeting.

Any such committee shall be designated as either a "policy committee" or an "advisory committee." The former category shall comprise committees intended to develop a policy or policies to meet a specific need. The latter category shall comprise committees intended to provide ongoing expertise to the Board or the Town.

Committees of the Board may be proposed either by any member of the Board or by the Town Administrator. Any such proposal shall include a clear written statement of purpose for the proposed committee (including its designation as either a policy committee or an advisory committee). The committee will be established for the stated purpose by an affirmative vote by a majority of the Board.

Upon establishment of a committee, and after consultation with the proponent(s) of the committee's establishment, members of the Select Board, and the Town Administrator, a member of the Select Board delegated by the Board shall nominate its membership. The membership of a policy committee must include at least one member of the Select Board, who may ultimately bring the work of the committee to the table as a policy proposal.

Included in the Chair's nomination package shall be details (if any) about the length of service of individual members, resources to be provided to the committee either by the Select Board or the Town Administrator, and/or approximate dates on which the Select Board expects to see progress reports or other results of the committee's efforts. These nominations and details (if any) shall be subject to a majority vote of the Select Board.

Committees of the Select Board shall work with the Chair of the Select Board to define an effective working relationship with the Town Administrator, recognizing that 1) the Town Administrator's time is limited, and 2) the Town Administrator may be able to provide information and other valuable resources.

Committees of the Select Board are subject to all provisions of the Massachusetts "Open Meeting" Law, as well as all relevant policies of the Select Board. A committee may be dissolved by a vote of the Select Board at any time, and will be dissolved by a vote of the Select Board upon completion of its assignment.

1st Reading:	7/28/2021
2nd Reading:	4/6/2022
Adoption:	4/6/2022

DUTIES OF THE CHAIR

The Chair of the Select Board, who shall be appointed by a majority vote of the Board, has the same power as any other member of the Board to vote upon all measures coming before it, to make and second motions, and to discuss questions. The Chair will also perform those duties that are consistent with the office and those required by law, state regulations, and the Board.

In carrying out these responsibilities, the Chair will:

1. Sign the instruments, acts, and orders necessary to carry out legal requirements and the will of the Board.
2. Plan the Board's agendas.
3. Keep all Board members fully informed on issues of general concern, including public correspondence, and be responsive to the requests of individual Board members.
4. Confer with the Town Administrator on crucial matters that may occur between Board meetings.
5. Call special meetings of the Board as necessary.
6. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
7. Be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chair will:

1. Call the meeting to order at the appointed time.
2. Announce the business to come before the Board in its proper order, or seek the Board's permission to modify that order.
3. Enforce the Board's policies relating to the order of business and the conduct of meetings.
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if this is not clear to members.
6. Restrict discussion to the question when a motion is before the Board.
7. Answer all procedural inquiries.
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

1st Reading: 7/28/2021
2nd Reading: 4/6/2022
Adoption: 4/6/2022

DUTIES OF THE VICE CHAIR

The Vice Chair of the Board, who shall be appointed by a majority vote of the Board, will act in the absence of the Chair as presiding officer of the Board, participate in the agenda-setting process, and will perform such other duties as may be delegated or assigned to the Vice Chair.

1st Reading: 7/28/2021

2nd Reading: 4/6/2022

Adoption: 4/6/2022

DUTIES OF THE SECRETARY

The Secretary, who shall be appointed by a majority vote of the Board, will oversee the creation of an accurate minutes of all Board meetings, votes, orders, and proceedings. The minutes will be considered part of the permanent records of the Board, under the care of the Town Administrator. The Secretary will also sign the instruments, acts, and orders as required by law necessary to carry out the will of the Board.

1st Reading: 7/28/2021
2nd Reading: 4/6/2022
Adoption: 4/6/2022

EXECUTIVE SESSIONS

All meetings of the Select Board are open to attendance by the public and media representatives. However, the Board has the right to convene in a closed executive session when it meets the following procedural conditions imposed by law:

1. The Board will first convene in an open session for which due notice has been given.
2. The Chair (or, in the Chair's absence, the presiding member) will state the purpose for the executive session by stating all subjects that may be revealed without compromising the purpose for which the executive session was called.
3. A majority of the members must vote to enter the executive session, with the vote taken by roll call and recorded in the official minutes.
4. The Chair or presiding member will state before entering the executive session whether the Board will reconvene in open session after the executive session.

The law puts specific limitations on the purposes for which executive sessions may be convened. The ten purposes for which a public body may vote to hold an executive session are:

1. To discuss the reputation, character, physical condition or mental health, rather than the professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties.
2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
3. To discuss strategy with respect to collective bargaining or litigation, if an open meeting might have a detrimental effect on the bargaining or litigating position of the public body.
4. To discuss the deployment of security personnel or devices, or strategies with respect thereto;
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints;
6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;
7. To comply with, or act under the authority of, any general or specific law or federal grant-in-aid requirements;
8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however that this cause shall not

apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;

9. To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:
 - i. any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and
 - ii. no action shall be taken by an public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session.
10. To discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided:
 - i. in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164;
 - ii. in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164; or
 - iii. in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164;
 - iv. when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.

Accurate records of the proceedings conducted in executive session will be kept and may remain secret only so long as their publication would defeat the purpose of the session.

The Chair and the Secretary will review executive session minutes for possible declassification periodically and, if necessary, will consult with legal counsel. The Chair will bring minutes recommended for declassification to the Board for a vote either as part of a consent agenda or for individual action. In either case, there shall be an announcement of the declassification of minutes.

When a specific set of executive session minutes, not yet declassified, is requested by a member of the public, the Board shall render a decision on declassification at its next meeting or within 30 days after the request, whichever occurs first.

All votes taken in executive session will be recorded by roll call, and will become part of the minutes of executive sessions.

1st Reading:	7/28/2021
2nd Reading:	4/6/2022
Adoption:	4/6/2022

FINANCE COMMITTEE

Goals

The finance committee shall meet regularly to review Town revenue and expenditures and to advise the Select Board and the Town Administrator on (1) the identification and presentation of capital needs, (2) the annual budget, (3) the 5-year financial plan, and (4) financial reports and other financial matters as requested by the Chair or three members of the Select Board. The finance committee shall also oversee the preparation of financial warrant articles for submission to the Warrant Committee in January of each year, and oversee the warrant preparation process for financial warrant articles on the Select Board's behalf.

Membership

The finance committee shall consist of (2) members of the Select Board who shall be appointed by a majority vote of the Select Board.

Procedures

The finance committee shall meet as needed, but no fewer than eight (8) times per year. The finance committee shall be a standing advisory committee. It shall be reorganized after the Annual Town Meeting. The finance committee may be dissolved only by a majority vote of the Select Board.

<i>1st Reading:</i>	7/28/2021
<i>2nd Reading:</i>	4/6/2022
<i>Adoption:</i>	4/6/2022

REGULAR AND SPECIAL MEETINGS OF THE SELECT BOARD

The Select Board will transact all business at either regular or special meetings, defined and conducted as follows:

Regular meeting: Regular meetings of the Board will generally be held twice monthly.

The Board will consider no new topics after 11:00 p.m., unless a majority of the Board votes to extend a particular meeting upon the introduction of the first new agenda item after 11:00 p.m. In the event that a majority of the Board fails to approve such an extension, the Board shall complete the ongoing business at hand, and then consider a motion to adjourn.

The members of the Board shall conduct the business of the meeting as expeditiously as prudence and good order permit. Board members shall refrain from introducing new or unrelated topics into discussions of items on the formal agenda. Items may be deferred to the next meeting at the discretion of the Chair. Board members shall focus on the discussion at hand, addressing their comments and questions to those present at the table. Board members shall refrain from failing to promote the efficient conduct of the Board's business. When applicable, the members of the Board shall use reasonable efforts to identify the next course of action with respect to each agenda item.

Special meeting: The Chair may, and at the request of two (2) members of the Board shall, call special meetings of the Board between regularly scheduled meetings to consider specific topics.

In the case of both regular and special meetings, a quorum of the Board must be present for a meeting to be convened and for business to be conducted. A majority of the Board shall constitute a quorum.

Every meeting of the Select Board, regular or special, will be open to the public unless an executive session is held in accordance with applicable law.

1st Reading: 7/28/2021

2nd Reading: 4/6/2022

Adoption: 4/6/2022

POLICY ADOPTION

The adoption of new policies or the amendment of existing policies governing Town Government is solely the responsibility of the Select Board.

Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the Board, and only when such action has been scheduled on agendas of regular or special meetings of the Board as described below.

To permit time for study of all policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be included in Board members' informational packets, and will be presented to the Board for two readings as an agenda item, in the following sequence:

First reading

During the first reading, the Policy Committee of the Board will explain the purpose of the proposed policy. If there is a report about the proposed policy, it will be heard at this time. Members of the Board shall pose questions and make suggestions for any redrafting as necessary.

Second reading

The second reading shall normally be designated on the agenda after the first reading of the proposed policy. At this meeting, the Board will discuss the proposed policy, and then either adopt or reject the policy, or send it back to the Policy Committee for further study. Amendments to the policy at this action stage will not require another first and second reading, unless a majority of the Board so directs.

The Board may dispense with the above sequence only to respond to an "emergency condition," as designated by a majority vote of the Board. In such cases, only the second-reading procedure outlined above shall be followed, and policy adoption shall still require an affirmative vote of a majority of the members of the Board.

Policies will be effective upon the date of their adoption unless otherwise noted by the Board.

1st Reading:	7/28/2021
2nd Reading:	4/6/2022
Adoption:	4/6/2022

RULES OF ORDER AND VOTING METHOD

Robert's Rules of Order, Newly Revised will govern the proceedings of the Select Board, except when those rules are in conflict with the Board's approved policies and procedures.

In accordance with Robert's Rules, the Board may suspend parliamentary rules of order by a two-thirds vote.

All votes of the Board in open session will be taken by means of indicating aye or nay by voice vote or by a show of hands. Any member of the Board, however, may request a call of the roll so that the ayes and nays will be recorded in the minutes. This privilege shall not be used, however, to impede the conduct of the public's business.

All votes of the Board in executive session shall be by roll call and recorded in the minutes.

All actions will require a majority vote of all members present and voting except when applicable law or policies of the Board require a larger majority. A majority of the members of the Board will constitute a quorum.

1st Reading: 7/28/2021

2nd Reading: 4/6/2022

Adoption: 4/6/2022

PUBLIC PARTICIPATION AT SELECT BOARD MEETINGS

All regular and special meetings of Milton Select Board (the Select Board) are open to the public, except meetings of the Select Board in executive session, which are closed to the public. Meetings in executive session will be held only as prescribed by Massachusetts Law.

The Select Board reserves up to the first twenty-one (21) minutes of each of its regularly scheduled meetings in open session for "Public Comment."

In order to hear from as many members of the public as possible, and also to enable the Select Board to conduct the business of the Town in an orderly manner, the following rules and procedures are adopted:

1. The length of Public Comment shall not exceed twenty-one (21) minutes.
2. At the beginning of each regularly scheduled Select Board meeting in open session, members of the public shall be invited to address the Select Board. The Chair of the Select Board shall instruct those members of the public who wish to speak to sign in on the " Public Comment " sign-up sheet. The Chair shall call to the attention of prospective speakers this policy, copies of which shall be available next to the sign-up sheet, and emphasize both that:
 - a. the Select Board is interested in hearing their views; and
 - b. Public Comment is not intended to serve as a dialogue.
3. Citizens signing up to speak shall provide both their names and addresses.
4. Speakers will be allowed up to three (3) minutes to present their material.
5. All remarks from speakers will be addressed to the Chair of the meeting.
6. All speakers are asked to present their remarks in a respectful manner.
7. Public Comment shall concern items that are within the scope of the Select Board's authority.
8. Because policy-making requires time for deliberation and input from many sources, Select Board members and Town of Milton employees shall normally refrain from responding at that time to speakers' remarks. If a Select Board member feels compelled to make such a response, however, he or she shall address that response (normally not to exceed a minute in length) to the Chair of the meeting. From time to time the Chair may ask Town of Milton employees present to respond.
9. Written comments that would require more than three (3) minutes to read shall be presented to the Select Board either before or after the meeting for review and consideration at an appropriate time.

Adoption: 4/6/2022
Revision: 8/8/2023

SELECT BOARD ORGANIZATIONAL MEETING

The first annual meeting for the organization of the Milton Select Board (the “Select Board”) shall be held no more than seven (7) calendar days following the Annual Town Meeting. The purpose of the organizational meeting is to elect from the Select Board’s membership a Chair, a Vice Chair, and a Secretary, each of whom will hold their respective offices for a term of one (1) year. The current Chair (or in the absence of the Chair, the Vice Chair) shall prepare the agenda for the organizational meeting and shall make a reasonable effort to restrict the meeting’s agenda to the election of Select Board officers. When necessary, however, following the election of officers, the Select Board will proceed into such regular or special business as has been placed on the agenda by the current Chair.

The current Chair (or in the absence of the Chair, the Vice Chair) shall call that meeting, giving no less than forty eight (48) hours prior notice.

The current Chair (or in the absence of the Chair, the Vice Chair) shall act as Chair Pro Tem and shall run the meeting until a new Chair is elected.

A majority of the members of the Select Board will constitute a quorum. The election will proceed as follows:

1. The Chair Pro Tem shall call for nominations for the office of Chair. All current Select Board members are eligible for nomination. Each member nominated must state whether he or she accepts the nomination. If the nomination is accepted, the candidate may make a statement regarding his or her candidacy. After a nomination is made by each member wishing to do so, nominations for Chair shall be closed by a vote of a majority of the voting members present.
2. The Chair Pro Tem shall then conduct the voting for Chair by roll-call vote. Each member shall be called upon by the Chair Pro Tem to vote, in alphabetical order by last name. Each member shall openly declare in turn his or her choice for Chair, or shall abstain from voting. The Chair will be elected by a majority vote of the members present and voting. If no nominee receives a majority vote, the Chair Pro Tem will reopen the nomination process.
3. Upon election, the new Chair will preside, and shall call for the election of a Vice Chair and a Secretary. The procedures used for the Vice Chair’s and the Secretary’s election will be the same as that for electing the Chair.

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the Select Board, using the procedures described above.

1st Reading: 4/6/2022
2nd Reading: 4/13/2022
Adoption: 4/13/2022

SELECT BOARD GOALS AND OBJECTIVES

The Milton Select Board sets performance standards and long-term goals for Milton Town government. It also sets performance standards for itself annually, and in a way that leads to assessment and improvement.

This entails both establishing *goals* (i.e., overarching targets or significant outcomes) and *objectives* (i.e., concrete steps whereby one or more goals may be pursued). To ensure both impact and practicality, goal-setting should involve the broadest possible vision and the shortest possible agenda. Objectives should grow naturally out of agreed-upon goals.

The Town Administrator and other key administrators also set goals and objectives for themselves and for Town government. The Select Board must work in tandem to ensure that all goals and objectives across the system, including those of the Select Board, are congruent. The means and ends described in this policy, however, will be considered distinct from the Town Administrator 's performance review process.

In accordance with these principles, the Select Board will:

1. Within a reasonable period after the Annual Town Meeting, establish a list of strategic goals and related objectives for the Select Board for that year.
2. Prior to the next Annual Town Meeting, assess the Select Board 's success in achieving the goals and objectives defined at the beginning of the year.

<i>1st Reading:</i>	4/6/2022
<i>2nd Reading:</i>	4/13/2022
<i>Adoption:</i>	4/13/2022

SELECT BOARD MEMBER ETHICS

Because Milton Select Board is in part governed by state law and is an agency of the Town, the oath of office of a Select Board member binds that individual member to adherence to those state laws which apply to local government and the Town Bylaws. The acceptance of a code of ethics, therefore, implies an understanding of the basic organization of Town government under the Laws of the Commonwealth of Massachusetts.

Service on the Milton Select Board entails additional ethical obligations, above and beyond the strictly legal. This code of ethics delineates three additional areas of responsibility of Milton Select Board members: (1) community responsibility; (2) responsibility to Town administration; and (3) relationships to fellow Select Board members.

Select Board members in their relations with the community should:

1. Realize that their primary responsibility is to the residents.
2. Recognize that their basic function is policy making and not administrative.
3. Remember that they are members of a team, and must abide by, and carry out, all Select Board decisions once they are made.
4. Be well informed concerning the duties of a Select Board member on both a local and state level.
5. Accept the office as a Select Board member as means of unselfish service with no intent to "play politics," in any sense of the word, or to benefit personally from Select Board activities
6. Serve as effective and positive representatives of the Town in general, and of the Milton Select Board in particular.

Select Board members in their relations with Town administrators should:

1. Endeavor to establish sound, clearly-defined policies which will direct and support the administration.
2. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
3. Respect the time and workload of the administration with whom we interact.
4. Give the Town Administrator full responsibility for discharging his/her professional duties and hold him/her responsible for acceptable results.
5. Refer significant complaints to the administrative staff for solution, and only discuss them at Select Board meetings if such solutions fail.
6. Refrain from surprising or otherwise attempting to embarrass members of the administrative staff in public settings.

7. Refrain from seeking any type of special consideration for their own family members or friends from any members of the administration.

Select Board members in their relations with their fellow Select Board members should:

1. Recognize that action at official meetings is binding and that no individual member can bind the Select Board outside of such meetings.
2. Realize that they should not make statements or promises about how they will vote on matters that will come before the Select Board.
3. Uphold the intent of executive sessions, and respect the privileged communications that occur in executive sessions.
4. Respect the privacy of internal discussions that are conducted on the assumption of privacy.
5. Make decisions only after all facts on a question have been presented and discussed.

<i>1st Reading:</i>	4/6/2022
<i>2nd Reading:</i>	4/13/2022
<i>Adoption:</i>	4/13/2022

EVALUATION OF SELECT BOARD PROCEDURES

The Milton Select Board will periodically establish realistic objectives related to Select Board procedures and relationships. At the end of a specified length of time, the Milton Select Board will measure its performance against the stated objectives.

The following areas of Milton Select Board operations and relationships are representative of those in which objectives may be set and progress appraised:

1. Communication with the public;
2. Select Board – Town Administrator relationship;
3. Select Board member development and performance;
4. Policy development;
5. Fiscal management;
6. Select Board meetings;
7. Performance of subcommittees of the Select Board; and
8. Interagency and governmental relationships

When the Select Board has completed its self-evaluation, the members will discuss the results in detail and formulate a new series of objectives. At the same time, the Select Board will set an approximate date on which the next evaluation will be conducted.

Implied in the concept of evaluation is an assumption that individuals and boards are capable of improvement. The Select Board believes that its performance will be improved if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

<i>1st Reading:</i>	4/6/2022
<i>2nd Reading:</i>	4/13/2022
<i>Adoption:</i>	4/13/2022

SELECT BOARD LEGAL STATUS AND AUTHORITY

The authority of the Milton Select Board is derived from the General Laws of the Commonwealth.

Specific powers are assigned to the Milton Select Board by provisions of the General Laws which pertain to specific functions and duties related to Town government and by the Town Bylaws. Because the Select Board's powers are derived from the General Laws and from the Town Bylaws, the members of the Select Board, in the exercise and performance of their powers and duties, act as public officers and as agents of the Town.

Within the confines of the General Laws, as noted, the Select Board has executive authority over Town affairs when it serves as a legal body. Members of the Select Board, however, have no authority over Town affairs as individuals.

<i>1st Reading:</i>	4/6/2022
<i>2nd Reading:</i>	4/13/2022
<i>Adoption:</i>	4/13/2022

SELECT BOARD MEMBER RESIGNATION, VACANCIES, EXTENDED ABSENCES, AND UNEXPIRED TERM FULFILLMENT

Resignations from the Select Board shall not become effective until the resignation is filed with the town clerk, or until such later time as may be specified in the resignation.

Should a Select Board member move out of Milton, such member shall be deemed to have vacated his or her office.

If there is a failure on the part of the Town to elect, or if a vacancy occurs on the Select Board, the remaining members of the Select Board shall inform the Town Administrator and the public. Interested residents of the Town may have the opportunity to state their candidacy no less than one week after this notice. The remaining members of the Select Board shall meet in public session to appoint a new member. A person so appointed shall be a registered voter of the Town, must receive a majority of the votes of the remaining members of the Select Board, and shall serve until the next Town election.

The work load of the Select Board requires active participation on the part of its full membership. Members who intend to miss meetings of the Select Board should inform the Chair in advance of that intent. In the event that a member is absent without such notice on a regular or prolonged basis, defined as four regularly scheduled meetings in a row, or half of the Select Board's regularly scheduled meetings during any three-month time period, the Chair shall seek an explanation of those absences from the absent member, and make a report to the full Select Board.

<i>1st Reading:</i>	4/6/2022
<i>2nd Reading:</i>	4/13/2022
<i>Adoption:</i>	4/13/2022

SELECT BOARD MEMBER AUTHORITY AND DUTIES

Authority

Because all powers of the Milton Select Board derived from state laws and Town bylaws are granted in terms of action as a group, members of the Select Board have authority only when acting as a group legally in session.

The Select Board will not be bound in any way by any statement or action on the part of an individual member, except when such statement or action is a result of specific instructions of the Select Board.

No member of the Select Board, by virtue of his/her office, will exercise any administrative responsibility with respect to the Town or command the services of any Town employee.

The Select Board ~~e~~ will function as a body, and all policy decisions and other matters, as required by law, will be settled by an official vote of the Select Board sitting in formal session.

Duties

The duties and obligations of the individual Select Board member may be enumerated as follows:

1. To become familiar with the General Laws of the Commonwealth and the Town Bylaws relating to Town government and Select Board operations, and policies and procedures of the Select Board and Town government.
2. To have a general knowledge of the goals, objectives, and programs of the Town government.
3. To work effectively with other Select Board members without trying either to dominate the Select Board or neglect his or her share of the work.
4. To respect the privileged communication that exists in Executive Sessions by maintaining strict confidentiality on matters discussed in these sessions, except that which becomes part of the public record, once it has been approved for release.
5. To respect the privacy of internal discussions conducted on the assumption of privacy.
6. To vote and act in committee impartially for the good of the Town.
7. To accept the will of the majority vote in all cases, and to remember that he/she is one of a team and must abide by, and carry out, all Select Board decisions once they are made.
8. To represent the Select Board and the Town to the public in a way that promotes community and goodwill.

9. To refer questions and complaints to the proper Town authorities.
10. To refer questions and comments which are addressed to the Select Board to the Chair for a response.
11. To comply with the ethical rules of the General Laws of the Commonwealth and the Town Bylaws.

1st Reading: 4/6/2022
2nd Reading: 4/13/2022
Adoption: 4/13/2022

SPECIAL PROCEDURES FOR CONDUCTING PUBLIC HEARINGS

In conducting all public hearings required by law, as well as any other public hearings it deems advisable, the Select Board will:

1. Give due and public notice in conformance with statutory requirements, and publicize the meeting in the media.
2. Make available printed information regarding the topic of the hearing.
3. Give all persons an equal opportunity to be heard in accordance with the Select Board's policy, as stated below.

The chair of the Select Board (or in the absence of the chair, the vice chair) will preside at the hearing.

The public will be informed at the beginning of the hearing about the particular procedure that will be followed in regard to questions, remarks, rebuttals, and any time limitations or other rules that must be followed in order to give citizens in attendance a reasonable chance to be heard.

In conformance with customary hearing procedures, statements and supporting information will be presented first by the Select Board or by others for the Select Board. To comment, citizens must be recognized by the chair. Their remarks must be addressed to the chair, and must be germane to the topic. To assure that all who wish get a chance to speak, the chair will make every reasonable effort to recognize persons who have not yet commented during the hearing before recognizing persons who have already spoken.

<i>1st Reading:</i>	4/6/2022
<i>2nd Reading:</i>	4/13/2022
<i>Adoption:</i>	4/13/2022

SELECT BOARD MEMBERSHIP AND TERM OF OFFICE

The Milton Select Board consists of five members chosen at large by ballot from the registered voters of Milton. The term of office is three years, and expires at 8:00 p.m. on the day of the third annual town election following the commencement of the term.

In order to serve on the Milton Select Board, an individual must be a registered voter in Milton, and following election or appointment, must take an oath of office as required by law.

Prior to entering upon his or her official duties as a member of the Select Board, each new member must be sworn into office before an officer duly qualified to administer such oaths. According to state law, newly qualified Select Board members must receive from the Town Clerk (and sign a receipt for) a copy of the Massachusetts Open Meeting Law, which governs the conduct of Select Board meetings in general and executive sessions in particular.

<i>1st Reading:</i>	4/6/2022
<i>2nd Reading:</i>	4/13/2022
<i>Adoption:</i>	4/13/2022

SELECT BOARD POWERS AND RESPONSIBILITIES

The Milton Select Board has all the powers conferred upon it by state law and the Town's Bylaws as the executive authority of the Town.

Specifically, the Select Board's responsibilities include the following:

1. Policy Making: The Select Board is responsible for the development of governing policies and for employing a Town Administrator who will implement its policies.
2. Appraisal: The Select Board is responsible for evaluating the effectiveness of its policies and their implementation.
3. The Select Board:
 - a. Acts as trustees of the Governor Stoughton Trust Fund.
 - b. Hires Town Administrator and Town Counsel
 - c. Appoints boards and committees.
 - d. Adopts and enacts ordinances, regulations, resolutions, and policies for the governance of the Town and protecting the life, health, and property of residents and visitors.
 - e. Adopts fee schedules, including water and sewer rates.
 - f. Establishes fiscal policy, financial targets, and budget goals for the Town government.
 - g. Recommends and evaluates policy and action on land use issues.
 - h. Issues warrants for Annual Town Meeting and Special Town Meetings.
 - i. Acts in a quasi-judicial manner in matters relating to public hearings, land use, and liquor licensing.
 - j. Makes decisions concerning quasi-judicial matters based upon testimony presented at formal hearings.
4. Communication:
 - a. Following a formal decision, board members will refrain from acting as individual members and act as a united body, acknowledging the decision of the board.
 - b. The Town Administrator instructs the staff.
 - c. Board members should interact with the media, governmental entities, the public, or other bodies as individuals and not as a representative of the majority of the board unless an official position or legislative action has been established or is authorized to do so.

1st Reading: 4/6/2022
2nd Reading: 4/13/2022
Adoption: 4/13/2022

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

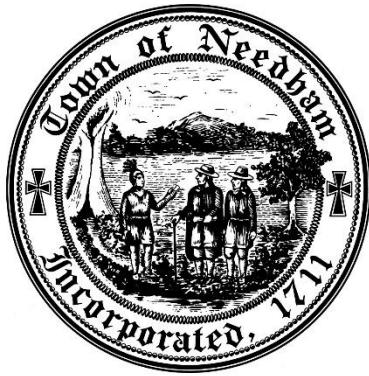
It is truly a privilege to serve as a member of the Board of Selectmen for the Town of Hingham. You, the citizens of the town, have placed your faith in us to serve in the best interests of the entire community. This Code is an expression of our expectations of one another and serves as our promise to 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 Shorfall

Miss

Member

Member

10/1/24
Date

Date _____

10/1/24

170

10/1/24

84

10/1/24

11/0

10/1/24
Date

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.

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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

Financial Reserves	
Applies to:	Select Board, Town Administrator, Finance Director, Treasurer/Collector in budget analysis and decision making
Scope:	Goals for balances of and appropriate uses of financial reserves, including free cash, stabilization funds, retained earnings, and overlay surplus
Date:	Adopted by the Select Board and Warrant Committee School Committee on [Date]

PURPOSE

To help the Town stabilize finances and maintain operations during difficult economic periods, this policy establishes prudent practices for appropriating to and expending from reserve funds. With well-planned sustainability, the Town can use its reserves to finance emergencies and other unforeseen needs, to hold money for future purposes, or in limited instances, [when designated and approved as such \(see Operating Budget Stabilization Fund below\)](#), to serve as revenue sources for the annual budget. Reserve balances and policies [are an important factor in determining the Town's can also positively impact the Town's credit rating and consequently its long-term borrowing costs. This policy shall be reviewed annually.](#)

POLICY

The Town is committed to building and maintaining its reserves to have budgetary flexibility for unexpected events, to maintain delivery of services during significant disruptions in revenue-expenditure patterns, and to provide a source of available funds for future capital expenditures. There are multiple types of reserves, including free cash, stabilization funds, overlay surplus, and retained earnings.

Commented [WD1]: Can we move all the policy language to the beginning move the charts to the end

Commented [NM2R1]: Yes - moved

The Town will strive to maintain overall general fund reserves between 5% and 10% of the Town's General Fund Operating Budget. Reserves shall include the Town's Stabilization Funds (not including the Operating Budget Stabilization Fund) and Free Cash. Adherence to this policy will help the Town withstand periods of decreased revenues and control spending during periods of increased revenues.

The Town's various reserves are further described below:

A. Free Cash

The Division of Local Services (DLS) defines free cash as "the remaining, unrestricted funds from operations of the previous fiscal year, including unexpended free cash from the previous year." DLS must certify free cash before the Town can appropriate it. [Town Meeting may appropriate free cash for any lawful purpose with a majority vote.](#)

In order to build sustainable budgets and ensure Free Cash at the end of each fiscal year, the Town shall be conservative when setting its annual revenue estimates. In addition, department heads are expected to carefully manage their appropriations, not with the goal of generating Free Cash, but to efficiently fund operations while turning back unnecessary budget amounts.

Through conservative revenue forecasting and budget management, it is the Town's goal that between 1% and 3% of the Town's prior year operating budget be certified as Free Cash. The Town's goal shall be to generate between 2% and 4% of the Town's prior year operating budget in Free Cash. In addition, the Town Administrator's proposed budget shall avoid fully depleting the Town's free cash in any year, so that the succeeding year's calculation can begin with a positive balance. As a minimum, 10% of certified Free Cash shall be left unappropriated at fiscal year end.

Commented [WD3]: Clarification on what "generate" means here

Commented [NM4R3]: Revise phrasing here

~~It is recognized that the Town has historically used some portion of its Free Cash to subsidize the ensuing year's annual operating budget. However, It is the Town's goal to avoid any use of Free Cash to support the operating budget, as a result of the~~ The Fiscal Year 2026 Operating Override which established the Operating Budget Stabilization Fund was intended to support this policy position. Free Cash may be used for contributions into the Town's stabilization funds or for non-recurring one-time expenses, such as capital items, planning initiatives, snow and ice, long-term liabilities.

Commented [NM5]: Housing Production Plan, Master Plan, etc. = discrete projects that are not recurring

B. Stabilization Funds

A stabilization fund is a reserve account allowed by state law to set aside monies to be available for future spending purposes, including emergencies or capital expenditures, although it may be appropriated for any lawful purpose by Town Meeting with a two-thirds vote.

As of the date of this policy, the Town has five stabilization funds: General Stabilization Fund, Capital Stabilization Fund, Road Stabilization Fund, Operating Budget Stabilization Fund, and a Special Purpose Debt Stabilization Fund. The Treasurer shall invest the funds and earnings and interest shall remain with each individual stabilization fund.

At a minimum, the combined balance of the General Stabilization Fund, Capital Stabilization Fund, and Road Stabilization Fund shall exceed not be less than 5% of the Town's general fund budget with a target of 8%.

As of the date of this policy, the Town's Stabilization Funds are as follows:

General Stabilization Fund: The Town shall maintain a minimum balance of 5% of the current general fund operating budget in its General Stabilization Fund. Withdrawals from the General Stabilization Fund should only be used to mitigate significant reductions in revenues, emergencies or other unanticipated events that cannot be supported by current general fund appropriations. When possible, withdrawals of funds should be limited to the amount available above the five percent 5% minimum reserve target level. If any necessary withdrawal drives the balance below the minimum level, the withdrawal should be limited to one-fifth of the general stabilization fund balance in ~~ain~~ a fiscal year. In the event of a withdrawal, the Town Administrator and Finance Director will develop a detailed plan to replenish the fund to the minimum level within the next two fiscal years.

The Town shall annually appropriate funding to the General Stabilization Fund to reach and maintain the 5% minimum balance.

Commented [WD6]: Should we include notes on how replenishing funds works? If more than one fund is in need is their a hierarchy?

Capital Stabilization Fund: The Town's goal shall be to maintain a minimum balance of 0.5% of the general fund budget in the Capital Stabilization Fund. If the balance of the Capital Stabilization Fund exceeds the target minimum balance, funds may be expended for the annual capital budget, in accordance with the five-year Capital Improvement Plan. Withdrawals that bring the fund below the minimum balance threshold shall be limited to emergency capital purchases. In the event of such a withdrawal, the Town Administrator and Finance Director will develop a detailed plan to replenish the fund to the minimum level within the next two fiscal years.

Commented [WD7]: Is this a withdrawal that brings the fund below or a withdrawal that occurs while the fund is already below?

The Town's long-term goal for the Capital Stabilization Fund is for it to be used to fund cash outlays for capital needs, such as vehicle replacement, road improvements, and facilities projects, on an annual basis. Dedicating funding to this fund would enable the Town to pay outright for moderate-range capital expenditures and thereby preserve debt capacity for major, higher-dollar purchases or projects. This approach balances debt with pay-as-you-go capital funding and protects against unforeseen costs.

Commented [WD8]: Can we provide some examples here?

The Town Administrator and Select Board will work during Fiscal Year 2026 to further discuss potential revenue sources that can be dedicated to the Capital Stabilization Fund to be used for pay-as-you-go capital projects in future fiscal years, in accordance with the five-year Capital Improvement Plan.

Road Stabilization Fund: The Road Stabilization Fund was established in Fiscal Year 2017 with a \$100,000 appropriation. An additional appropriation of \$100,000 was made in Fiscal Year 2018, but no other appropriations have been made to the fund since then. At the time of establishment, the future goal was for it to receive dedicated, permanent source of funding. Until and unless a specific revenue source is identified for funding road projects, the Road Stabilization Fund has limited purpose.

The Town Administrator will recommend that the Road Stabilization Fund be closed at the end of Fiscal Year 2026 and funds be moved into the Capital Stabilization Fund to be available to support capital projects, including road improvement projects, in accordance with the Capital Improvement Plan.

Commented [WD9]: Perhaps, some these points referencing 2026 an other specific dates should be moved to a different section such as "current year actions" or "finance goals for 2026-2030" and these policies should be looked at as evergreen for any year.

Operating Budget Stabilization Fund: For Fiscal Year 2026, voters approved a \$9.5 million override of which \$700,000 is dedicated to the Operating Budget Stabilization Fund and was so appropriated at the 2025 Annual Town Meeting. In addition, \$2 million was appropriated from Free Cash into the Operating Budget Stabilization Fund.

The purpose of the Operating Budget Stabilization Fund is to support the Town and School operating budgets in the fiscal years following the successful override approved for Fiscal Year 2026. Upon advice from the Town Administrator, the Warrant Committee and the School Committee (for withdrawals related to the School Budget), the Select Board, Town Administrator, and Warrant Committee shall recommend prudent withdrawals from the fund to support level service operating budgets in Fiscal Years 2027 to 2030 while ensuring that it retains enough available funding to support budgets through Fiscal Year 2030. **No more than 2% of the**

general fund budget shall be supported by appropriations from the Operating Budget Stabilization Fund in a given year.

The Select Board is required to vote each year on whether to reduce, maintain, or increase by up to 2.5% the recurring appropriation into the Operating Budget Stabilization Fund from the tax levy, the appropriation into the Operating Budget Stabilization Fund. Each year, no later than March 31, the Select Board shall review the balance in the Operating Budget Stabilization Fund, the town's financial forecast, and vote on the appropriation.

Special Purpose Debt Stabilization Fund: The Debt Stabilization Fund was created after votes of Town Meeting and the Massachusetts Legislature (Chapter 43 of the Acts of 2017) to create a funding mechanism for improvements to the Town's three fire stations and the Department of Public Works facilities. As of the date of this policy, the Fire Headquarters project is complete and the new East Milton Fire Station is under construction.

As debt service payments from the Town's school and library projects decline, the savings are used to (a) pay for debt service for the fire station project, or (b) are placed into the Special Purpose Debt Stabilization Fund for debt service in a future year, depending on that year's revenues and that year's debt service.

This policy does not set a minimum target balance for the Debt Stabilization Fund and the use of the funds is limited to the purposes allowed in the Special Act (debt service for fire station and DPW Yard capital projects). Due to the cost of the Milton Fire Headquarters and the East Milton Fire Station projects, it is expected that the fund will not be able to fully support an additional project. At this timeAs of the date of this policy, it is estimated that an average of \$250,000 between Fiscal Years 2030 and 2050 will be available to support additional debt service expenses. This estimate will be revised once the final bonds for the Milton Fire Headquarters and East Milton Fire Station projects are issued.

C. Retained Earnings

The Town of Milton currently operates three utilities, accounted as their own enterprise funds: Water Enterprise Fund, Sewer Enterprise Fund, and the Stormwater Enterprise Fund. The Select Board is responsible for setting user rates for each of the three enterprise funds. Unlike property taxes, all users in Milton, including Town of Milton facilities, Milton Public School facilities, and non-profit institutions are subject to user fees for water, sewer, and stormwater.

By accounting for revenues and expenditures in a fund separate from the general fund, the Town can effectively identify each of the utility's true delivery costs—direct, indirect, and capital—and set user fees at a level sufficient to recover them. Under this accounting, the Town reserves the operation's generated surplus at fiscal year-end within each fund.

Water and Sewer Enterprise Funds

For the water and sewer enterprise funds, the Town will maintain a minimum reserve amount of 20% of their total annual budget, but the reserve target may be significantly higher if major

infrastructure improvements are necessary. The reserves will may be used to provide rate stabilization, rate reduction and/or to fund capital projects and equipment.

Commented [NM10]: McGuire comment: Surpluses in excess of the targeted reserve should be used to reduce subscriber fees.

It is important to maintain significant reserves for water and sewer enterprise funds because while rate revenue can vary year-over-year as demand fluctuates in response to weather patterns, operating costs and MWRA assessments are largely steady and unlikely decline even in a year with less than anticipated consumption.

As of the date of this policy, the Water Enterprise Fund has approximately 40% of its FY2026 Budget in Retained Earnings. Over the course of the next few fiscal years, the Town will utilize Retained Earnings to fund capital projects and stabilize rates to reduce the Retained Earnings balance towards the targeted minimum balance.

As of the date of this policy, the Sewer Enterprise Fund has approximately 15% of its FY2026 Budget in Retained Earnings. Over the course of the next few fiscal years, the Town will take efforts to steadily increase Retained Earnings to the targeted minimum balance.

Stormwater Enterprise Fund

For the Stormwater Enterprise Fund, the Town will maintain a minimum reserve amount of 10 percent of its total annual budget, but the reserve target may be significantly higher if major infrastructure improvements are necessary. The reserves will may be used to provide rate stabilization, rate reduction, and to fund capital projects and equipment. Unlike the water and sewer utilities, the amount of impervious surface located within the Town, which forms the basis for the stormwater fees, is consistent year-over-year and not subject to fluctuations based on factors such as weather.

Commented [NM11]: McGuire comment: Surpluses in excess of the targeted reserve should be used to reduce subscriber fees.

As of the date of this policy, the Stormwater Enterprise Fund has approximately 4% of its FY2026 Budget in Retained Earnings. Over the course of the next few fiscal years, the Town will take efforts to steadily increase the Retained Earnings to the targeted minimum balance.

PEG Access Enterprise Fund

Insert description and policy statements

D. Overlay Surplus

The overlay is a reserve the Town uses to offset uncollected property taxes and other unrealized revenue resulting from property tax abatements and exemptions.

At the conclusion of each fiscal year, the Board of Assessors will submit to the Town Administrator and the Finance Director an update of the overlay reserve with data that includes, but is not limited to, the gross balance, potential abatement liabilities, and any transfers to surplus. If the balance exceeds the amount of potential liabilities, the Select Board may request that the Board of Assessors vote to declare those balances surplus and available for use in the Town's capital improvement plan or any other one-time expense.

Commented [NM12]: McGuire comment: The Town shall maintain a reserve within the PEG Access Enterprise Fund equal to at least ten percent (10%) of its annual operating budget. These retained earnings shall be used solely for capital equipment replacement, technology upgrades, and other one-time expenses supporting the Town's public, educational, and governmental access programming. Surpluses in excess of this target should be used to reduce subscriber fees.

Commented [NM13R12]: PEG is unique.

The fee is assessed based on license agreements with RCN and Comcast and is paid as a % of cable tv subscription revenue. With declining cable TV subscribers, this revenue source is being affected.

The revenue is used to support MATV per an agreement between the Select Board and MPEG Access, Inc.

REFERENCES

[M.G.L. c. 40, § 5B](#)
[M.G.L. c. 59, § 25](#)
[M.G.L. c. 44, § 53F%](#)

DLS Best Practices: [Free Cash](#) and [Special Purpose Stabilization Funds](#)

DLS Departmental Procedure Manual: [Enterprise Funds](#)

DLS Informational Guideline Releases 17-20: [Stabilization Funds](#) and 17-23: [Overlay and Overlay Surplus](#)

Government Finance Officers Association Best Practices: [Fund Balance Guidelines for the General Fund](#) and [Working Capital Targets for Enterprise Funds](#)

Chapter 43 of the Acts of 2017 [An Act Authorizing the Town of Milton to Establish a Special Purpose Stabilization Fund](#)

EFFECTIVE DATE

This policy was adopted on [date] by the Select Board and on [date] by the Warrant Committee.

ATTACHMENTS

[Fiscal Year 2026 Reserves Policy Measure of Compliance](#)

Commented [NM14]: McGuire comment:
Policy Review Cycle

The Select Board and Warrant Committee shall jointly review this policy each March, concurrent with preparation of the five-year financial forecast, to ensure that targets remain consistent with the Town's financial position and long-term planning objectives.

Commented [NM15]: McGuire comment:
Reserve Compliance Report

Each fiscal year, following certification of Free Cash by the Division of Local Services, the Town Administrator shall prepare a Reserve Compliance Report comparing actual reserve balances to the policy targets established herein. The report shall include year-over-year trends and recommendations for replenishment or reallocation to maintain compliance. The report shall be presented to the Select Board and Warrant Committee by December 31.

Commented [NM16R15]: Agree - I did not circulate this but will do so

POLICY SUMMARY

General Fund Reserves		
Reserve Name	Funding Target (% of the General Fund Operating Budget)	Appropriate Usage
Free Cash	2-4%	<ul style="list-style-type: none"> One time costs only, including cash capital Build stabilization funds to achieve target levels Pay down OPEB and Retirement System liabilities
General Stabilization Fund	5-8%	<ul style="list-style-type: none"> Emergencies and unexpected events Replace significant reductions in revenue forecasts due to economic conditions
Capital Stabilization Fund	0.5-1%	<ul style="list-style-type: none"> Capital improvement projects that do not require debt
Operating Budget Stabilization Fund	No specified minimum target Maximum withdrawal shall be less than 2% of the general fund budget.	<ul style="list-style-type: none"> Provide support to the operating budget to maintain level services
Debt Stabilization Fund	No specified target	<ul style="list-style-type: none"> Fund the debt service for improvements to fire stations and/or DPW Yard
Overlay	Based on annual analysis of levy shortfall risk and the cumulative balance from prior years	<ul style="list-style-type: none"> One time costs only, including cash capital
Enterprise Fund Retained Earnings		
Reserve Name	Funding Target (% of the Enterprise Fund Operating Budget)	Appropriate Usage
Water Enterprise Retained Earnings	20%	<ul style="list-style-type: none"> Rate Stabilization Cash Capital
Sewer Enterprise Retained Earnings	20%	<ul style="list-style-type: none"> Rate Stabilization Cash Capital
Stormwater Enterprise Retained Earnings	10%	<ul style="list-style-type: none"> Rate Stabilization Cash Capital

Commented [WD17]: To fund debt service payments if town is unable to balance the budget with existing sources

Commented [NM18R17]: Debt service should not be paid from stabilization funds directly due to arbitrage risks

Commented [WD19]: We should develop some specific target for these three. Can set a maximum is the min is too restrictive

Commented [NM20R19]: Do we want a specific minimum amount in this fund or is it acceptable for the fund to be drawn down to \$0 in a given fiscal year?

For max, I inserted 2% of the General Fund budget, but this could be lower or could be a discrete amount.

Commented [NM21]: The goal of this fund is to support the fire station projects so can / should be used fully in a given fiscal year

PEG Access Enterprise	???	•	???
Retained Earnings			

DRAFT

November 18, 2025

Verizon Wireless

Dear Mr. Conway:

On Tuesday, August 26, 2025, the Milton Select Board held a public hearing and approved the installation of a new small cell facility on Thacher Street. During the discussion, my colleagues and I inquired about Verizon's efforts to respond to complaints of persistently poor cell phone service, specifically in the Capen Street area and the Indian Cliffs neighborhood. The Select Board previously approved the installation of two small cell sites on Canton Ave. in the vicinity of Indian Spring Road and Whittier Road, but service has not improved.

The Town Administrator has continued to reach out to Verizon to check plans and ability to address these issues but has not received a response. If Verizon Wireless could please provide an update within the next two weeks to the Town Administrator about steps it is taking to resolve these concerns, we would be very appreciative.

If you need additional information, please do not hesitate to contact us.

Sincerely,

Benjamin D. Zoll, Chair, on behalf of the Milton Select Board:

Winston A. Daley, Vice Chair
Meghan E. Haggerty, Secretary
John E. Driscoll, Jr., Member
Richard G. Wells, Jr., Member



COMMONWEALTH OF MASSACHUSETTS
TOWN OF MILTON
OFFICE OF SELECTMEN
525 CANTON AVENUE, MILTON, MA 02186

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

NAME David F. CORNISH HOME PHONE _____
ADDRESS _____ CELL PHONE _____
E-MAIL ADDRESS _____ DATE 10-10-2025

The Milton Talent Bank is a means of identifying residents who are interested in serving the community, including persons who have special interests, education, or experience needed for special tasks.

There are 30 active committees appointed by the Board of Selectmen and 10 committees appointed by the Moderator for terms ranging from one year to indefinite. Since many members are willing to serve for more than one term, and the interest of the Town would often be served in that matter, the number of opportunities is limited.

Please indicate any Committee on which you would like to serve. If you are interested in more than one, please rank your interests.

Appointed by the Board of Selectmen

<u>COMMITTEE</u>	<u>MEMBERS</u>	<u>TERM</u>
Airplane Noise Advisory Committee	9 + 1 Ex-officio	1 year _____
Affordable Housing Trust	5	2 years _____
Alternate Energy Committee	10	1 year _____
Animal Shelter Advisory Committee	9	1 year _____
Bicycle Advisory Committee	10	1 year _____
Board of Registrars	3	3 years _____
Capital Improvement Planning Committee	9	1 year _____
Celebration of Holidays Committee	4	1 year _____
Citizen's Advisory Committee (CAC) to Massport	1	2 years _____
Commission on Disability	5	3 years _____
Conservation Commission	7	3 years _____
Council on Aging	9, 10 Associates	3 years _____

Cultural Council	9	3 years	_____
Education Fund Committee	6	3 years	_____
Fair Housing Committee	6	1 year	_____
Historical Commission	7	3 years	✓
Master Plan Implementation Committee	5	1 year	_____
Max Ulin Rink Capital Oversight Committee	7	1 year	_____
Metropolitan Area Planning Council	1	1 year	_____
Milton Village/Central Avenue Revitalization Committee (MVCARC)	7	1 year	_____
Municipal Broadband Committee	7	1 year	_____
Norfolk County Advisory Board	1	1 year	_____
Quarry Hills Financial Oversight Committee	5	1 year	_____
Radio Amateur Communications Emergency System (RACES)	2	1 year	_____
Sign Review Committee	5	1 year	_____
Shade Tree Advisory Committee	7 + 1 Ex-Officio	1 year	_____
Telecommunications Design Review Committee	3	1 year	_____
Town Government Study Committee	4*	1 year	_____
Traffic Commission	3	1 year	_____
Tree Warden	1	1 year	_____

Appointed by Town Moderator

<u>COMMITTEE</u>	<u>MEMBERS</u>	<u>TERM</u>	
Audi Committee	5	3 years	_____
Board of Appeals	3, 6 Associates	3 years	_____
Bylaw Review Committee	5	3 years	_____
Fire Space Building Committee	5	1 year	_____
General Bylaw Committee	5	3 years	_____

Information Technology Committee	5**	3 years _____
Legislative Committee	5	1 year _____
Personnel Board	5	5 years _____
Town Government Study	5*	1 year _____
Warrant Committee	15	1 year _____

Many of these committees meet at least twice per month, especially prior to Town Meeting. Please indicate any limitations to your commitments.

Amount of time available per month:

_____ Less than one meeting: one, two, three, four _____

Please detail your special areas of interest, education or experience:

I am the current Education Director of the Milton Historical Society and work closely with Steve O'Donnell. Harvard BA, Boston College MED

Because of conflict of interest problems with certain positions, please list your current employer and your position with that employer:

Retired school teacher/administrator. I am also a member of the COA board.

Please do not be disappointed if you are not chosen the first time you offer your services. Many talented individuals offer their services and the available appointments are few.

*Town Government Study Committee is a nine (9) member committee. Five (5) members are appointed by the Moderator and four (4) members are appointed by the Board of Selectmen.

** Information Technology Committee shall consist of five (5) members. Three (3) members are appointed by the Moderator, one (1) member by the Board of Selectmen and one (1) member by the School Committee.

(Updated 3/19/18)

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: Thomas Sharkey

Date: November 30, 2023

Address: [REDACTED]

Home Phone: Same as Cell

Email: [REDACTED]

Cell Phone: [REDACTED]

Registered Voter in Milton: Yes

Precinct: 5

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

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

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

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.

Teacher in New York City

High School Principal and Assistant Superintendent in Billerica, Lawrence, and Andover

Elementary Principal in East Boston

Presently part-time coach and supervisor for Tufts MAT Student Teachers

Chair of "Racial Justice Advocacy Group" at Paulist Center in Boston

Co-chair of "Social Justice Action Group" at Fuller Village

Town Meeting Candidate in 2023 (lost by 1 vote with 151 total)

Ed.D from U Mass, Amherst

Affiliated with A.I.M. through Fuller Village's "Social Justice Action Group"

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?

Have Read the Committee's Report

Attended Committee's November 29, 2023 Meeting via Zoom

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

- a. Twice Weekly
- b. Weekly
- c. Twice Monthly
- 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

My time has been consumed by my career in schools and participation in Town groups (e.g. Andover Little League, Andover's "A Better Chance".

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

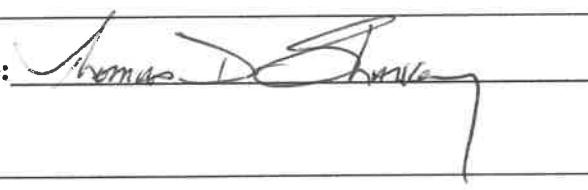
Town of Milton
Application for Volunteer Appointment to
Boards, Committees, and Commissions

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:



Date: 11/30/2023

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: _____



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

TOWN ADMINISTRATOR
NICHOLAS MILANO
TEL 617-898-4845

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

SELECT BOARD

**BENJAMIN D. ZOLL,
CHAIR**

**WINSTON A. DALEY,
VICE CHAIR**

**MEGHAN E. HAGGERTY,
SECRETARY**

**JOHN E. DRISCOLL, JR.,
MEMBER**

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

November 18, 2025

Colonel Mark A. Denton
Executive Officer to the Deputy Undersecretary of the Army

Dear Colonel Denton:

On behalf of all of us in the Town of Milton, we would like to express our sincere gratitude for your inspiring address during our Veterans' Day ceremony.

We were delighted to welcome you back home! Thank you for sharing your experiences, wisdom and passion for honoring those who served and our active duty personnel. Your presence made this special day truly more meaningful.

We thank you and your family for your lifetime of service to the United States.

Sincerely,

Milton Select Board:

Benjamin D. Zoll, Chair,

Winston A. Daley, Vice Chair

Meghan E. Haggerty, Secretary

John E. Driscoll, Jr., Member

Richard G. Wells, Jr., Member

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

APPLICATION

Applicant's Name: Milton Rotary Club

Applicant's Address: P.O. Box 243 Milton, MA.

Applicant's Phone: 617.833.8528

Description of proposed use: Memorial Tree display. Tree will go up approxiametley Dec 6. Lighting and MemorialCeremony will take place Friday Dec 12 at 7 pm.
Tree will be removed on or before Jan 1 2026.

(Please provide as much detail as possible.)

Proposed Event Date: Friday Dec 12

Proposed Event Start Time: 7:00 PM

Proposed Event End Time: 9:00 PM

Number of Guests and/or Attendees: 100

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: Walter C. White

Date: 13 Nov 25

Printed Name: Walter C. White

Printed Title: Pres. Milton Rotary

-----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, Milton Rotary Club, of PO Box 243 Milton 02186,
(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 Memorial Tree on the date of 12 Dec 25,

(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: 12 Nov 25

Printed Name: Walter C. White

Printed Title: Pres Milton Rotary

DRAFT**Select Board Meeting Minutes**

Meeting Date: 10/7/2025

Members in Attendance: Benjamin D. Zoll, Chair; Winston A. Daley, Vice Chair; Meghan E. Haggerty, Secretary; Richard G. Wells, Jr., (ZOOM-late arrival); Member; Nicholas Milano, Town Administrator and Lynne DeNapoli, Executive Assistant to the Select Board

Meeting Location: Cronin Conference Room – Hybrid

Time Meeting called to Order: 7:00PM

Time Meeting Adjourned: 9:08PM

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

Chair Zoll called the Select Board Meeting to order at 7:00PM and led the Pledge of Allegiance.

3. Public CommentMs. Shannon Kwiatek, 16 Belcher Circle

Ms. Kwiatek shared her support for the parking expansion proposal for the Milton Public Library. As a Mom of four, her family enjoys spending time at the library. Ms. Kwiatek did note that parking can be a challenge. A new parking facility would allow for more accessibility and additional programming. Ms. Kwiatek encouraged the Select Board to support the proposal.

4. Discussion/Update - Partnership for a Healthy Milton regarding the November 13, 2025 Community Forum on Promoting Inclusive Communications

Laurie Stillman, Secretary for the Partnership for a Healthy Milton and Patricia Latimore from the Equity and Justice for All Advisory Committee joined the Select Board to promote the Inclusive Communications Community Forum scheduled for Nov. 13, 2025 from 6PM-8:30PM at Milton Public Library. The event is co-sponsored by the Equity and Justice for All Advisory Committee and Connect Milton and funded through a Celebrate Milton grant. Invitations have been distributed to town leaders, community organizations, business owners and residents. The goal of the forum is to discuss innovative approaches to communication. An optional light dinner will be served at 5:30PM.

5. Discussion/Update – Report from the Equity and Justice for All Advisory Committee

Mr. Chris Hart, Chair of the Equity and Justice for All Advisory Committee joined the Select Board to review the committee's, charge, membership and history. Mr. Hart also inquired about what step the Select Board has made to implement some of the recommendations provided by the initial advisory committee. Mr. Hart distributed copies of the list. He noted

that the recommendations are geared to eliminate discrimination in the community. On behalf of his colleagues on the Equity and Justice for All Advisory Members, he asked the Select Board to prioritize the recommendations.

Mr. Hart fielded questions from the Members regarding Diversity, Equity and Inclusion, DEI. The Select Board will review the Committee's recommendations in greater detail and revisit a future meeting.

Mr. Hart extended an invitation to the Board Members to attend an upcoming Equity and Justice for All Advisory Committee meeting.

Mr. Wells joined the meeting at 7:48PM.

Chair Zoll recommended that the Board address item #8 next.

(8).

Discussion/Update – Feasibility Study/Request for Proposals for Library Parking

Mr. Will Adamczyk Library Director, Kristine Hodlin, Library Trustee and Ms. Cheryl Toulias of the Master Plan Implementation Committee joined the Select Board to review the Scope of Services for a Feasibility Study/Request for Proposal, (RFP) for the Milton Public Library parking expansion and to request the Board's support. The Scope of Services was prepared by Rhyne LLC at the request of Mr. Adamczyk.

Following the discussion, Ms. Haggerty moved to review funding sources for a Feasibility Study/ Request for Proposal, (RFP). The motion was seconded by Mr. Daley. The Board voted by roll call (4-0) to review funding sources for a Feasibility Study/Request for Proposal, (RFP).

DALEY: YES

HAGGERTY: YES

WELLS: YES

ZOLL: YES

The Board returned to item #6.

6. Discussion/Update/Approval – Elected Official Civil Discourse Training

- i. Working Group to recommend Training Options and prepare a script for addressing biased remarks**
- ii. Policy for bias and civil discourse training for Elected Officials and Appointees**

The Select Board Members support amending the Town's code of conduct and adopting practices to promote civil discourse in town government. The Board discussed how to approach these measures. To set the wheels in motion, the Board asked Mr. Milano to survey Boards and Committees for their feedback.

At 8:36PM, Ms. Haggerty recused herself from the discussion regarding Route 28 / Randolph Ave Road Diet Pilot.

7. Discussion/Update – Route 28 / Randolph Ave Road Diet Pilot

Mr. Milano provided an update. Effective, October 3rd, the road diet is now in place. The Town is communicating with MassDOT, providing updates and sharing observations. Mr. Milano will inquire about signage for side street access. The Select Board Members encouraged residents and motorists to be patient. It will take a little time to adjust to the new traffic pattern.

8. Discussion/Update – Feasibility Study/Request for Proposals for Library Parking

The Board addressed this item earlier in the evening.

At 8:50PM, Chair Zoll requested a brief recess.

At 8:56 PM, the Board reconvened. Ms. Haggerty was present.

9. Discussion/Approval - Select Board Retreat Recap

The Select Board met on Sunday, October 5th for their retreat. Mr. Milano is fine tuning the list of goals drafted by Jeff Nutting, the Retreat Facilitator. He will distribute the list to the Members for review. The Select Board will approve at a later date.

10. Discussion/Approval – Change to the Board of Directors at Milton Fuller Housing Corp., d/b/a: Fuller Village

Ms. Haggerty moved to approve the Change to the Board of Directors at Milton Fuller Housing Corp., d/b/a: Fuller Village at the following locations: 1399 Blue Hill Ave and 1372 Brush Hill Road. The motion was seconded by Mr. Daley. The Board voted unanimously by roll call (4-0) to approve the Change to the Board of Directors at Milton Fuller Housing Corp., d/b/a: Fuller Village.

DALEY: YES

HAGGERTY: YES

WELLS: YES

ZOLL: YES

11. Discussion/Approval – Change of Manager at Milton Fuller Housing Corp., d/b/a: Fuller Village

- i. Liquor License - 00007-RS-0720 for 1399 Blue Hill Ave
- ii. Liquor License - 00010-RS-0720 for 1372 Brush Hill Road

Ms. Haggerty moved to approve the Change of Manager at Milton Fuller Housing Corp., d/b/a: Fuller Village for: Liquor License - 00007-RS-0720 - 1399 Blue Hill Ave and Liquor License - 00010-RS-0720 - 1372 Brush Hill Road. The motion was seconded by Mr. Daley. The Board voted unanimously by roll call (4-0) to approve the Change of Manager at Milton Fuller Housing Corp., d/b/a: Fuller Village.

DALEY: YES

HAGGERTY: YES

WELLS: YES

ZOLL: YES

12. Discussion/Update/Approval – October 27, 2025 Special Town Meeting – Warrant, Index and Greeting Pages

- i. Article 1: Amend Fiscal Year 2026 General Appropriations (Select Board)
- ii. Article 2: 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 (Select Board)
- iii. Article 3: Acceptance of M.G.L. Chapter 60, Section 3D to allow voluntary donations to elderly and disabled taxation fund (Select Board)
- iv. Article 4: Community-wide Greenhouse Gas Emissions Reduction Goals (Climate Action Planning Committee)
- v. Article 5: Report / Recommendation of the Master Plan Implementation Committee
- vi. Article 6: Amend Chapter 147 of the Acts of 2024 to include a reverter clause deadline from June 30, 2028 to June 30, 2033 regarding the land swap (School Building Committee)
- vii. General Bylaws Amendment: Chapter 105 Alcohol on Town Property
- viii. Article 8: General Bylaws Amendment: Light Trespass (Select Board)
- ix. Article 9: Zoning Bylaws Amendment: §275-20 Traffic Impact Mitigation (Planning Board)

Mr. Milano expressed his appreciation to the Warrant Committee for their hard work and support. The Warrant is complete and, at the printer. It will be in mailboxes later this week.

Mr. Daley moved to approve the Special Town Meeting Warrant, Index, and Greeting Pages dated October 27, 2025. The motion was seconded by Ms. Haggerty. The Board voted by roll call (4-0) to approve the Special Town Meeting Warrant, Index, and Greeting Pages dated October 27, 2025.

DALEY: YES

HAGGERTY: YES

WELLS: YES

ZOLL: YES

13. Discussion/Update – Report of the Milton Budget Coordination Committee

Ms. Haggerty, the Chair, shared the key to success from the committee members: financial transparency. The Members discussed institutionalizing knowledge and procedures. One central budget calendar will be made available to help improve communications among Departments, Boards and Committees.

The Milton Budget Coordination Committee is scheduled to meet on October 17th to discuss the Town's five-year forecast.

14. Discussion/Approval - East Milton Fire Station RFP / Visioning Session

Mr. Milano informed the Board that the Visioning Session for the East Milton Fire Station/RFP is planned for Monday, November 10th at a location to be determined. Mr. Wells share his rationale for selling the property.

15. Discussion Approval – One Day Liquor License – Mary May Binney Wakefield Arboretum (1465 Brush Hill Rd) – October 18, 2025 from 1PM-4PM for October Family Fest

Mr. Daley moved to approve the One Day Liquor License for the Mary May Binney Wakefield Arboretum (1465 Brush Hill Rd) – October 18, 2025 from 1PM-4PM for October Family Fest. The motion was seconded by Ms. Haggerty. The Board voted by roll call (4-0) to approve the one-day liquor license to the Mary May Binney Wakefield Arboretum.

DALEY: YES

HAGGERTY: YES

WELLS: YES

ZOLL: YES

16. Discussion Approval –Application to Use Manning Park - Milton Chamber of Commerce, 555 Adams Street:

- a. Halloween Stroll – Saturday, October 25, 2025 3PM-5PM**
- b. Holiday Stroll and Tree Lighting – Saturday, December 6, 2025 3PM-5PM**

Mr. Daley moved to approve the Applications to Use Manning Park by the Milton Chamber of Commerce, 555 Adams Street for the following events:

Halloween Stroll – Saturday, October 25, 2025 3PM-5PM

Holiday Stroll and Tree Lighting – Saturday, December 6, 2025 3PM-5PM

The motion was seconded by Ms. Haggerty. The Board voted by roll call (4-0) to approve the applications to use Manning Park for the Halloween and Holiday Strolls.

DALEY: YES

HAGGERTY: YES

WELLS: YES

ZOLL: YES

17. Discussion/Approval – Application to Use the Town Green- Baron Hugo Gazebo by First Parish Milton on Sunday, October 26, 2025 from 12PM-4PM for Trunk -O-Treat with the First Congregational Church

Mr. Zoll moved to approve the Application to Use the Town Green- Baron Hugo Gazebo by First Parish Milton on Sunday, October 26, 2025 from 12PM-4PM for Trunk -O-Treat with the First Congregational Church. The motion was seconded by Mr. Wells. The Board voted by roll call (4-0) to approve.

DALEY: YES

HAGGERTY: YES

WELLS: YES

ZOLL: YES

18. Discussion Approval –Application to Use Manning Park – Scott Farrell of the Milton Chamber of Commerce, 17 Marr Crest Dr: Holiday Light Installation and Display, November through December

Mr. Daley moved to approve the Application to Use Manning Park – Scott Farrell of the Milton Chamber of Commerce, 17 Marr Crest Dr: Holiday Light Installation and Display, November through December. The motion was seconded by Mr. Wells. The Board voted by roll call (4-0) to approve.

DALEY: YES

HAGGERTY: YES

WELLS: YES

ZOLL: YES

19. Discussion/Approval – Meeting Minutes – August 18, 2025 and August 25, 2025, August 26, 2025

Mr. Daley moved to approve the meeting minutes dated August 18, 2025. The motion was seconded by Ms. Haggerty. The Board voted by roll call (3-0-1) to approve the meeting minutes.

DALEY: YES

HAGGERTY: YES

WELLS: ABSTAIN

ZOLL: YES

Mr. Daley moved to approve the meeting minutes dated August 25, 2025 and August 26, 2025. The motion was seconded by Ms. Haggerty. The Board voted by roll call (4-0) to approve the meeting minutes.

DALEY: YES

HAGGERTY: YES

WELLS: YES

ZOLL: YES

20. Town Administrator's Report

Mr. Milano provided news/updates from Town Hall.

- The Special Fall Town Meeting is scheduled for Monday, October 27th, Tuesday, October 28th and Wednesday, October 29th. The Warrant will be available on the Town's website tomorrow and in mailboxes this week.
- The Historical Commission is looking for new members. Interested candidates are encouraged to submit a volunteer application. Please visit the Town's website: [Boards & Committees | Milton, MA](#) for more details.
- The Select Board office has received a new liquor license application for Marbella located at 10 Bassett St in Milton. The public hearing is scheduled for October 21st.
- Special thanks to the Fire Station Building Committee for hosting a groundbreaking ceremony for the new East Milton Fire Station on Friday, September 26th. The Committee will now begin discussions on the Atherton Street Fire Station.
- Attorney Darren Klein from the office of Town Counsel -KP Law attended the Department Head meeting on October 1st. Town Counsel Office Hours will begin next week.
- Mr. Milano extended condolences to Rob Mallet, Milton's IT Director and his family. Rob's Mom passed away unexpectedly.

21. Chair's Report

Chair Zoll provided Community updates.

- Chair Zoll extended the Board's sympathy to Rob Mallet and Jeanne Darcy, the Director of Retirement. Jeanne's daughter Erin passed away after a courageous battle with cancer.
- On October 4th, Milton Firefighters Local 1116 hosted a successful charity fundraiser for Danio Thomas, a firefighter battling occupational cancer.
- The Mid-Autumn Festival was held on Saturday, October 4th sponsored by the Milton Asian-American Pacific Islander Coalition. It was a great celebration, topped off with Mooncake.
- October 7th marks the second anniversary of the attack on Israel by Hamas. Chair Zoll encouraged prayers for peace and the safe return of the hostages.

22. Public Comment Response

The Select Board addressed comments throughout the meeting.

23. Future Meeting Dates:

The Select Board is scheduled to meet prior to the Special Town Meeting on Monday, October 27, 2025, Tuesday, October 28, 2025, and Wednesday, October 29, 2025.

The Select Board will also meet on Tuesday, November 18, 2025, Tuesday, December 2, 2025, and Tuesday, December 16, 2025.

24. Future Agenda Items

Board of Health- Department Report

Update from MassDOT- Randolph Ave. Road Diet

Chair Zoll invited his colleagues to reach out to him or Mr. Milano with agenda requests.

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

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

At 9:40PM, Chair Zoll moved to adjourn from Open Session and enter into Executive Session to discuss strategy with respect to collective bargaining:

Milton Clerical Unit of the Southeastern Public Employees Association

Milton Professional Management Association

Milton Public Employee Association

Milton Firefighters, Local 1116

Milton Police Association

Milton Superior Officers

Milton Library Association

based on his belief that discussion of this matter in open session may have a detrimental effect on the bargaining position of the Select Board. The Select Board will not return to Open Session.

The motion was seconded by Mr. Daley. The Board voted by roll call (4-0) to enter Executive Session.

DALEY: YES

HAGGERTY: YES

WELLS: YES

ZOLL: YES

Mr. Wells left the meeting following that vote at 9:41PM.

26. Executive Session: Pursuant to M.G.L. c. 30A, § 21(a)(6) - To consider the purchase, exchange, lease or value of real property (Quarry Hills)

27. Adjourn

At 9:41PM, Chair Zoll moved to adjourn from Open Session and enter Executive Session to consider the purchase, exchange, lease or value of real property (Quarry Hills) based on his belief that discussion of this matter in open session may have a detrimental effect on the negotiating position of the Select Board. The Select Board will not return to Open Session. The motion was seconded by Mr. Daley. The Board voted by roll call (3-0) to enter Executive Session.

DALEY: YES

HAGGERTY: YES

ZOLL: YES

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

Documents

Scope of Services for a Feasibility Study/Request for Proposal, (RFP) -Rhyne LLC
Equity and Justice for All Advisory Committee – Recommendations
Special Town Meeting Warrant – Monday, October 27, 2025

Greeting Page

Index

One-Day Liquor License Application: Mary May Binney Wakefield Arboretum located at 1465 Brush Hill Rd. October 18, 2025 from 1PM-4PM for October Family Fest

Application to Use the Town Green/Bron Hugo Gazebo - by First Parish Milton on Sunday, October 26, 2025 from 12PM-4PM for Trunk -O-Treat with the First Congregational Church

Applications to Use Manning Park – Joe Paralvecchio – Milton Chamber of Commerce

- Halloween Stroll -October 25, 2025 3PM-5PM
- Holiday Stroll and Tree Lighting –December 6, 2025 3PM-5PM
- Holiday Light Display -Scott Farrell – Chamber of Commerce – November through December 2025

Meeting Minutes: August 18, 2025, August 25, 2025, August 26, 2025

DRAFT**Select Board Meeting Minutes**

Meeting Date: 10/27/2025

Members in Attendance: Benjamin D. Zoll, Chair; Winston A. Daley, Vice Chair; Meghan E. Haggerty, Secretary; Richard G. Wells, Jr., Member (late arrival); Nicholas Milano, Town Administrator and Lynne DeNapoli, Executive Assistant to the Select Board

Guest: Attorney Darren Klein, KP Law, PC – Town Counsel

Meeting Location: MATV Studio at Milton High School, adjacent to Room 201 - Hybrid

Time Meeting called to Order: 6:39PM

Time Meeting Adjourned: 7:19PM

1. Call to Order

Chair Zoll called the Select Board Meeting to order at 6:39PM.

Chair Zoll suggested that the Select Board address item #4 first.

(4).

Discussion/Update/Approval – Wharf Park Renovation Project

Mr. Scott McKay joined the Select Board to discuss the Wharf Park Renovation Project and seek the Members' support for a third application to the Community Preservation Committee in the amount of \$750,000 for continued design development.

Mr. McKay is a former Park Commissioner, and he currently serves on the Board of the Milton Farmers Market and the Friends of Milton Recreation. Mr. McKay shared a brief history of the park and shared how the redevelopment project came to light. He also shared the design favored by residents and endorsed by the Town.

The estimated cost of the renovation project is \$15 million. To date, the Community Preservation Committee has awarded a total of \$98,500 in funding for Wharf Park: \$25,000 for the initial study and \$73,500 for engineering costs. Mr. McKay submitted a new application to the Community Preservation Committee for \$750,000 construction. A separate request of \$250,000 was submitted to the Capital Improvement Planning Committee.

The Wharf Park Design Steering Committee has raised \$83,500 for the renovation project.

Mr. McKay fielded questions from the Members.

Mr. Wells joined the meeting at 6:50PM.

Following a brief discussion, Mr. Wells moved to support the application of the Milton Farmers Market and Friends of Milton Recreation for Community Preservation Act funding in the amount of \$750,000 for construction costs associated with the Wharf Park Renovation Project. The motion was seconded by Mr. Daley. The Board voted unanimously to support the application for Community Preservation Act funding in the amount of \$750,000 for the Wharf Park Renovation Project.

The Select Board returned to agenda item #2.

2. Discussion/Update/Approval – October 27, 2025 Special Town Meeting Warrant Articles

i. Article 1: Amend Fiscal Year 2026 General Government Appropriations (Election and Registration Appropriation)

Mr. Wells moved to approve Article 1: Amend Fiscal Year 2026 General Government Appropriations (Election and Registration Appropriation). The motion was seconded by Ms. Haggerty. The Board voted unanimously in favor of this Article.

ii. Article 2: Accept M.G.L. Chapter 40, Section 57 and Amend the General Bylaws

Mr. Wells moved to approve Article 2: Accept M.G.L. Chapter 40, Section 57 and Amend the General Bylaws. The motion was seconded by Ms. Haggerty. The Board voted unanimously in favor of this Article.

iii. Article 3: Accept M.G.L. Chapter 60, Section 3D

Mr. Wells moved to approve Article 3: Accept M.G.L. Chapter 60, Section 3D. The motion was seconded by Ms. Haggerty. The Board voted unanimously in favor of this Article.

iv. Article 4: Community-wide Greenhouse Gas Emissions Reduction Goals

Mr. Milano and Attorney Klein from the Office of Town Counsel provided context in response to a question raised by Mr. Wells.

Mr. Wells moved to approve Article 4: Community-wide Greenhouse Gas Emissions Reduction Goals. The motion was seconded by Ms. Haggerty. The Board voted unanimously in favor of this Article.

v. Article 5: Report and Recommendation of the Master Plan Implementation Committee

Mr. Milano informed the Select Board that the Planning Board may offer a new amendment that could extend the current term of the Master Plan Implementation Committee for one-year. During which time, the Planning Board, MPIC and others will draft a new article to establish a successor committee.

Ms. Haggerty expressed her opposition to the proposed amendment by the Planning Board. She did not understand the rationale for it. Ms. Haggerty recommended that the Select Board endorse the article as written and to support the Warrant Committee's recommendation to require MPIC to report to the Select Board and Planning Board.

Mr. Wells moved to approve Article 5 as written: Report and Recommendation of the Master Plan Implementation Committee, with exception of the Warrant Committee's recommendation to require the Committee to report to the Select Board and Planning Board. The motion was seconded by Mr. Daley. The Board voted unanimously in favor of this Article.

vi. Article 6: Amend Chapter 147 of the Acts of 2024 regarding the land transfers for the potential school project

Mr. Daley moved to approve Article 6: Amend Chapter 147 of the Acts of 2024 regarding the land transfers for the potential school project. The motion was seconded by Ms. Haggerty. The Board voted in favor of this Article. Mr. Wells abstained.

vii. Article 7: General Bylaws Amendment: Alcohol on Town Land

Chair Zoll and Mr. Milano reviewed the recommendations from the Warrant Committee and the amendment proposed by Mr. Zullas. Chair Zoll outlined what options the Board may pursue.

The Members discussed the merits of the recommendations and amendment. The Board agreed that too many restrictions could be onerous. The decision to grant a license should be at their discretion.

Following the discussion, Mr. Wells moved to amend the Warrant Committee's recommendation to include the original language submitted by the Select Board for Article 7: General Bylaws Amendment: Alcohol on Town Land. The motion was seconded by Ms. Haggerty. The Board voted unanimously to amend the Warrant Committee's recommendation to include the original language submitted by the Select Board for Article 7: General Bylaws Amendment: Alcohol on Town Land.

viii. Article 8: General Bylaws Amendment: Light Trespass

The Select Board discussed the Warrant Committee's recommendation to include an Appeals Review Process.

Mr. Wells moved to approve Article 8: General Bylaws Amendment: Light Trespass and the Appeals Review Process recommended by the Warrant Committee. The motion was seconded by Ms. Haggerty. The Board voted unanimously in favor of this Article.

ix. Article 9: Zoning Bylaws Amendment: §275-20 Traffic Impact Mitigation

Mr. Wells moved to approve Article 9: Zoning Bylaws Amendment: §275-20 Traffic Impact mitigation. The motion was seconded by Chair Zoll. The Board voted unanimously to approve the Article.

3. Discussion/Update/Approval – Select Board's Letter to the MBTA, dated September 10, 2025 requesting an update on the Mattapan Line Transformation Project; Lack of Response by the MBTA

Mr. Milano provided the Select Board with an update. He spoke with staff at the MBTA regarding the status of the Mattapan Line Transformation Project. He was informed that the T will be providing project updates in the coming weeks. The Select Board agreed to defer this matter.

4. Discussion/Update/Approval – Wharf Park Renovation Project

The Select Board addressed the Wharf Park Renovation Project earlier in their meeting.

5. Discussion/Update/Approval – Economic Opportunity Zones for Town of Milton Home Rule Petition for Additional Alcohol Licenses

The Joint Committee on Consumer Protection and Professional Licensure has requested that the Town submit a revised map of the proposed economic development zones to support H. 4089. The zones should reflect the number of additional alcohol licenses that the Town requested: five.

The Members reviewed the map and made suggestions. Mr. Milano will update the map and have it ready for the Board to approve at their November meeting.

6. Discussion/Update – Fire Station Projects Debt Model

7. Discussion/Update – Select Board Goal

Due to limited time, Mr. Milano will provide an update on items #6 and #7 via e-mail.

8. (Discussion/Approval) One-Day Liquor License: Milton Art Center, 334 Edge Hill Road: November 7, 2025 6PM-9PM- First Friday - Art Exhibit and Local Music

Mr. Wells moved to approve the one-day liquor license application for the Milton Art Center located at 334 Edge Hill Road on November 7, 2025 6PM-9PM- First Friday - Art Exhibit and Local Music. The motion was seconded by Ms. Haggerty. The Board voted unanimously to approve the one-day liquor license.

9. Adjourn

At 7:19PM, 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.

Documents:

Special Town Meeting Warrant dated October 27, 2025

Amendment – Article 7 proposed by Mr. Zullas

H. 4809: Map of Economic Zones

One-Day Liquor License Application- Milton Art Center, 334 Edge Hill Road: November 7, 2025 6PM-9PM- First Friday - Art Exhibit and Local Music

DRAFT**Select Board Meeting Minutes**

Meeting Date: 10/28/2025

Members in Attendance: Benjamin D. Zoll, Chair; Winston A. Daley, Vice Chair; Meghan E. Haggerty, Secretary; Nicholas Milano, Town Administrator and Lynne DeNapoli, Executive Assistant to the Select Board

Members Absent: Richard G. Wells, Member

Guest: Attorney Darren Klein, KP Law, PC – Town Counsel

Meeting Location: MATV Studio at Milton High School, adjacent to Room 201 - Hybrid

Time Meeting called to Order: 7:05PM

Time Meeting Adjourned: 7:16PM

1. Call to Order

Chair Zoll called the Select Board Meeting to order at 7:05PM.

2. Discussion/Update/Approval – October 27, 2025 Special Town Meeting Warrant Articles

Chair Zoll reviewed the Select Board's voting record on STM Warrant Articles 1-9. There are three Articles scheduled to be debated later this evening.

vii. Article 7: General Bylaws Amendment: Alcohol on Town Land

viii. Article 8: General Bylaws Amendment: Light Trespass

ix. Article 9: Zoning Bylaws Amendment: §275-20 Traffic Impact Mitigation

The Select Board Members discussed how to better collaborate with Town Meeting to avoid conflicts and ensure effective governance. The Members shared their reservations regarding the recommendation and amendment to Article 7: General Bylaws Amendment: Alcohol on Town Land. The Select Board felt that their submission struck the right balance and will advocate that at Town Meeting.

3. Discussion/Update/Approval – Select Board's Letter to the MBTA, dated September 10, 2025 requesting an update on the Mattapan Line Transformation Project; Lack of Response by the MBTA

The Board addressed this matter on October 27, 2025.

4. Discussion/Update/Approval – Wharf Park Renovation Project

The Board addressed this matter on October 27, 2025.

5. Discussion/Update/Approval – Economic Opportunity Zones for Town of Milton Home Rule Petition for Additional Alcohol Licenses

The Board addressed this matter on October 27, 2025.

6. Discussion/Update – Fire Station Projects Debt Model

7. Discussion/Update – Select Board Goal

Due to limited time on October 27, 2025, Mr. Milano will provide an update on items #6 and #7 via e-mail.

8. Discussion/Approval - One-Day Liquor License: Milton Art Center, 334 Edge Hill Road:

November 7, 2025 6PM-9PM- First Friday - Art Exhibit and Local Music

The Select Board approved the one-day liquor license application dated November 7, 2025 on October 27, 2025.

November 29, 2025 7PM-10PM- Homecoming Milton Comedians

December 5, 2025 6PM-9PM - First Friday - Local Musicians perform holiday music

Mr. Daley moved to approve the one-day liquor license applications for the Milton Art Center located at 334 Edge Hill Road for:

November 29, 2025 from 7PM-10PM for Homecoming Milton Comedians and

December 5, 2025 from 6PM-9PM for First Friday - Local Musicians perform holiday music.

The motion was seconded by Ms. Haggerty. The Board voted unanimously to approve the one-day liquor licenses.

9. Discussion/Approval- Meeting Minutes - September 9, 2025, September 24, 2025, October 3, 2025

Mr. Daley moved to approve meeting minutes dated September 9, 2025, September 24, 2025 and October 3, 2025. The motion was seconded by Ms. Haggerty. The Board voted unanimously to approve.

10. Adjourn

At 7:16PM, 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:

Special Town Meeting Warrant dated October 27, 2025

Amendment – Article 7 proposed by Mr. Zullas

One-Day Liquor License Application- Milton Art Center, 334 Edge Hill Road:

- November 7, 2025 6PM-9PM- First Friday - Art Exhibit and Local Music

- November 29, 2025 7PM-10PM- Homecoming Milton Comedians
- December 5, 2025 6PM-9PM - First Friday - Local Musicians perform holiday music

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