



Milton Select Board

Meeting Packet

April 18, 2023

***Milton, Massachusetts
Office of the Select Board***

Official Citation

Be it known that the Milton Select Board hereby extends its
to:

The Amateur Gardeners Club

In recognition of:

***Your dedicated service to promoting civic beautification within the Town of
Milton for over 70 years; your commitment to enhancing our community will
always be remembered and appreciated***

Be it further known that the Milton Select Board extends its best wishes
for continued prosperity and success; that this citation be duly signed
by the Select Board on this day, 18th of April, 2023.

Signature Block Here



Nicholas Milano

From: Joan Clifford [REDACTED]
Sent: Thursday, April 13, 2023 12:27 PM
To: Nicholas Milano
Cc: Bill Ritchie; Chase Berkeley
Subject: Milton Art Center, paved driveway at the back of 334 Edge Hill, off Hollis St. /recurrent plumbing issue
Attachments: MILTON ART CENTER (3).pdf; rear entrance back yard off Hollis St.jpg

[External Email- Use Caution]

Hi Nick, Bill, Chase,

The Milton Art Center is raising funds to improve and beautify the outside of the art center. We are going to work with Molloy Landscaping to increase the garden area in the front (they will call Dig Safe).

A few years ago we asked about putting in a driveway in the back yard area off Hollis St. There is a short, driveway insert, at the border of the East Milton Post Office that we would like to see paved up closer to the building to allow the parking of 2-3 cars, parallel against the border of the post office.

When we asked for a driveway a few years back, it brought up discussion of putting in a municipal parking lot. This brought in negative reactions from neighbors. Putting in a driveway doesn't preclude the possibility of a parking lot in the future.

We appreciate the DPW digging up the embedded green material in the earth, but that left dirt/mud being tracked into the art center which has increased our cleaning bills.

Another matter, but it all feeds into the same circle, the post office has been parking postal trucks in front of the art center for the past 4 months since the new parking configuration came in. We did get in touch with them recently and the manager said he would talk to his people and said they had bought more trucks than they had spaces for. I will follow up on this in a separate email with John King in a few weeks. They are trying? so we can give this time to see if they work that out.

We would like the No Parking sign that is embedded into the bushes pulled out and Bill Ritchie, (we met last week at the art center for a building checkup), suggested a spot in front of a big rock as a safe place that would not be a hindrance to plow trucks. We could buy this sign from the vendor the town uses - that would be a nudge to people who park there for 5 minutes to remind them that it's an active driveway. Or use the sign that is already there.

Also hot off the press, we have a plumber, Dan Barron, at the building today for flooding from the basement toilets. This is the 3rd visit within the past 6 months for the same issue. The plumber snaked out 30-40 feet in front of the building, didn't see roots but saw a dip, he recommends next step, getting a camera in there to see what the issue is. The plumber said the post office is also experiencing the same issue. Could we get your opinion on this?

This email keeps growing as I remember stuff, we also need the gutter pipes that fell off years ago reattached.

Thanks,
Joan

25 October 2022

Brian Walsh
Fire Station Building Committee Chair
Town of Milton
525 Canton Avenue
Milton MA 02186

Re: *Milton Fire Stations Amendment 9, East Milton Driveway*

Dear Mr. Walsh:

Thank you for the opportunity for our design team to continue to provide the Town with services in conjunction with the Milton Fire Stations project. We are pleased to submit this amendment for preparing final plans and specifications, conducting bidding, and performing construction administration for the driveway portion of the East Milton fire station.

The scope of the work includes separating the driveway from the main project, determining a temporary drainage strategy, and reviewing with the Town of Milton engineering department. The project procurement method will be reviewed with the Town DPW department with the goal of utilizing chapter 30 (horizontal public works) in lieu of chapter 149 (vertical) construction.

Construction Documents including cost estimate	\$11,000
Bidding	\$2,500
Construction Administration	\$6,500

Total Fee, Amendment 9 - \$20,000.00

Should you have any questions or specific requests to further tailor this proposal, please do not hesitate to contact me at your earliest convenience.

All other fees remain. Thank you for the opportunity to submit this proposal.

Sincerely,



Jeff Shaw, AIA
Context Architecture

Accepted By:

Date



CONTRACT AMENDMENT

October 25, 2022
Via Electronic Mail

Context Architecture, Inc.
65 Franklin Street 5th Floor
Boston, MA 02110

Attention: Jeff Shaw, Principal and President

**RE: Professional Engineering Services
Proposed Fire Department
Headquarters, Atherton
& East Fire Stations
Milton, Massachusetts**

Dear Mr. Shaw:

The following is a description of the additional services requested by your office in connection with the above referenced project and our initial contract dated March 1, 2021. These services will be billed on a lump sum basis. These scope modifications result in an additional contract fee of \$13,000.00 as further outlined below.

PHASE 310 – East Driveway Bid Documents **Fee: \$ 6,000.00**

This phase of the project will include preparation of separate Bid Documents for the construction of the new 432 Adams Street access drive. The Bid Documents will provide construction-level detail for the driveway alignment, materials, grading and drainage improvements. The driveway improvements will be displayed on separate plans from the proposed Fire Station Improvements for bidding purposes. This task will include coordination with Town Engineering/DPW on the drain improvements and coordination of the new driveway curb cut with the proposed Adams Street improvements being designed and constructed by MassDOT. This task does not include the preparation of a MassDOT Access Permit. It is assumed that a MassDOT Access Permit is not required for the new curb cut on Adams Street given its status as a locally owned roadway.

PHASE 820 – East Driveway Bidding Services **Fee: \$ 2,000.00**

Included will be support to your office during the bidding process and your selection of preferred sub-contractors. Requested services are anticipated to include review of contractor bids for items relative to those designed and detailed on the civil engineering documents, review and response to pre-construction RFI's and potential sketches in order to assist in evaluating sub-contractor alternatives.

PHASE 821 – East Driveway Construction Administration **Fee: \$ 5,000.00**

This phase will include services for construction administration as required. Requested services will be billed on a lump sum basis and are anticipated to include review of shop drawings, submittals, and contractor RFI's. For reference, the provided budget is anticipated to provide assistance with the following: review of up to ten (10) shop drawings, four (4) contractor RFI's and preparation and attendance at a pre-construction meeting and conduct of one (1) site observations during the construction

process. These observations consist of travel, on-site observations relative to the civil site plans prepared by our office, and preparation of follow-up correspondence.

Please let us know if you need additional information on any of the above to amend our contract.

Sincerely,

BOHLER ENGINEERING MA, LLC



Timothy Hayes, P.E.

ACCEPTED BY:

Context Architecture, Inc.

By: _____
Jeff Shaw (date)



01 March 2023

Brian Walsh
Fire Station Building Committee Chair
Town of Milton
525 Canton Avenue
Milton MA 02186

Re: *Milton Fire Stations Amendment 12, Former Milton HQ Second Floor Demo*

Dear Mr. Walsh:

Thank you for the opportunity for our design team to continue to provide the Town with services in conjunction with the Milton Fire Stations project. We are pleased to submit this amendment for design services for the additional demolition of the former Milton HQ second floor.

The scope of the work includes design and construction administration phase services for the demolition of the existing Electrical & Plumbing systems on the second floor and provide new MEP/FP, Technology, and Security systems for a future fit-out.

Design and RFP Documents	\$24,250
Construction Administration	\$21,600

Total Fee, Amendment 12 - \$45,850

Should you have any questions or specific requests to further tailor this proposal, please do not hesitate to contact me at your earliest convenience.

Thank you for the opportunity to submit this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Shaw".

Jeff Shaw, AIA
Context Architecture

Accepted By:

Date



Nicholas Milano

From: Lynne DeNapoli
Sent: Monday, April 10, 2023 2:45 PM
To: Laura Beebe
Cc: Nicholas Milano
Subject: RE: STAC Volunteer

Hi Laura:

The information you have provided is very helpful. I will be happy to share it with Mr. Milano.

Thank you, Lynne

From: Laura Beebe [REDACTED]
Sent: Monday, April 10, 2023 2:38 PM
To: Lynne DeNapoli <ldenapoli@townofmilton.org>
Subject: Re: STAC Volunteer

[External Email- Use Caution]

Hi Lynne:

Thanks for getting back to me. In 2015, the Select Board did recommend a five-person group. One of our members, Branch Lane, is ex-officio (non voting), and Christine Paxhia is coming off, so technically we currently have five voting members as was first suggested. STAC's opinion is that in 2015, the Select Board did not know how much work the Shade Tree Advisory Committee could or would do to help promote and maintain the Town's tree canopy. With climate change occurring, our work has increased - and our status as a committee has increased as well, meaning we are asked frequently to advise on matters related to trees and to work with other committees (Select Board, Planning Board, Historic Commission, Conservation Commission) on projects as well. We could use additional help, especially people with knowledge. Maritta has lived in town all her life so has much institutional knowledge about Milton's history and Town Hall's protocols; Bill Madden is a landscape architect and deeply knowledgeable about master plans for planting and caring for trees. We would love to bring them aboard given our workload. Let me know if I should reach out to Mr. Milano, or the chair of the Select Board, Arthur Doyle, to make that request.

Take care, Laura (STAC Chair) 🌳

Current voting members:

Laura Beebe (Chair)
Nancy Chisholm
Fred Taylor
Maura Doherty
Carol Stocker

We'd like to add:

Maritta Cronin
Bill Madden

TO: Select Board

FROM: Select Board Review Process of Volunteer Appointments to Boards and Committees

RE: Website update of current listings

DATE: April 13, 2023

The subcommittee looked at 87 boards, committees, and commissions over the last nine months.

The following is our recommendation:

There are 22 committees that have completed their work or have merged into a more current committee or dissolved and should be archived from the current website listings:

1. Alternate Energy Committee
2. Celebration of Holidays Committee
3. DPW Yard Study Committee
4. Electronic Voting Committee (disbanded 9/2021)
5. Fair Housing Committee
6. Fire Station Building Committee, Subcommittee - "Prequalification Group"
7. Fire Station Building Subcommittee
8. Fire Space Needs Committee
9. In-Service Safety and Training Committee – remove from website altogether
10. Logan Community Advisory Committee
11. Max Ulin Skating Rink Lease Committee
12. Milton 350th Anniversary Committee
 - *Not dissolved yet, but working towards spending down the rest of the money. Will be dissolved once that happens.
13. Milton Village/Central Avenue Revitalization Committee (MVCARC)
14. Quarry Hills Financial Oversight Committee
15. Redistricting Committee
16. Select Board Budget and Financial Planning Advisory Committee
17. Select Board Housing Committee
18. Select Board Traffic Mitigation Committee
19. Solid Waste Advisory Committee
20. Stormwater Fee Advisory Committee
21. Town Administrator Screening Committee
22. Town Government Study Committee

There are 12 committees, commissions, or others that are elected and should be moved to a different section of the website, not listed under volunteer committees.

1. Blue Hills Regional Voc. School Committee
2. Board of Assessors
3. Board of Health
4. Board of Park Commissioners
5. Housing Authority
6. Library Board of Trustees
7. Norfolk County Agricultural High School

8. Planning Board
9. School Committee
10. Select Board
11. Town Moderator
12. Trustees of the Cemetery

There are 3 committees that are individually appointed by the Select Board or an outside organization, or it is an internal Town position. These should all be moved on the website, per the Town Administrator's recommendation.

1. Regional Fair Housing Committee
2. Eastern Regional Commission on the Status of Women and Girls
3. Privacy Officer – internal move to Town Clerk's page

There are 10 committees that should be kept but moved on the website to condense the volunteer listings and placed under appropriate pages.

1. Move to Select Board Page (4 committees)
 - a. Select Board Finance Committee
 - b. Select Board Milton Landing Committee
 - c. Select Board Policy Committee
 - d. Select Board Review Process of Volunteer Appointments to Boards and Committees
2. Move to Board of Health Page (3 committees)
 - a. The Milton Coalition
 - b. Norfolk County Mosquito Control District Commission
 - c. Milton's Community Health Assessment (CHA)
3. Move to School Website (2 committees)
 - a. Milton Special Education Parent Advisory Council (SEPAC)
 - b. South Shore Educational Collaborative
4. Move to Police Website (1 committee)
 - a. Radio Amateur Communications Emergency Systems (RACES)

There are 24 committees that are required by MGL or Town Bylaws and are volunteer appointments either by the Select Board (SB) or Town Moderator (TM).

1. Audit Committee – TM
2. Board of Appeals - TM
3. Board of Registrars – SB
4. Capital Improvement Planning Committee – SB
5. Commission on Disability - SB
6. Community Preservation Committee (CPC) - SB
7. Conservation Commission - SB
8. Council on Aging – SB

9. Cultural Council – SB
10. Education Fund Committee - SB
11. Group Insurance Advisory Committee – Town and School Unions
12. Historical Commission – SB
13. Information Technology Committee – TM/SB/SC
14. Local Emergency Planning Committee (LEPC) - SB
15. Local Historic District Study Committee - SB
16. Massachusetts Port Authority Community Advisory Committee - SB
17. Metropolitan Area Planning Council - SB
18. Norfolk County Advisory Board - SB
19. Personnel Board - TM
20. Retirement Board – SB and elected by members
21. Telecommunications Design Review Committee – SB
22. Traffic Commission – SB
23. Tree Warden - SB
24. Trustees of the Affordable Housing Trust – SB
25. Warrant Committee – TM

There are 15 committees that are being recommended that the Town retain, they are volunteer committees and appointed by either the Select Board (SB) or Town Moderator (TM)

1. Airplane Noise Advisory Committee – SB
2. Animal Shelter Advisory Committee – SB
3. Bicycle Advisory Committee - SB
4. Bylaw Committee – TM
5. Climate Action Planning Committee - SB
6. Equity and Justice for All Advisory Committee – SB
7. Fire Station Building Committee – TM
8. Master Plan Implementation Committee – SB and Planning Board
9. Municipal Broadband Committee – SB
10. Open Space and Recreation Planning Committee – SB
11. Payment in Lieu of Taxes (PILOT) - SB
12. School Building Committee – SB and TM
13. Shade Tree Advisory Committee – SB
14. Sign Review Committee – SB
15. Youth Task Force – SB

Town of Milton
Guide for Appointed Volunteers,
Volunteer Application, and Committee List



Adoption Date: , 2023

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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: _____

Date: _____

Address: _____

Home Phone: _____

Email: _____

Cell Phone: _____

Registered Voter in Milton: _____

Precinct: _____

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.

General Government - Select Board

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

Finance - Select Board

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

Finance - Town Moderator

- _____ Audit Committee
- _____ Warrant Committee

General Government - Select Board and Planning Board

- _____ Master Plan Implementation Committee

General Government - Select Board and Town Moderator

- _____ School Building Committee

General Government - Town Moderator

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

Community Advocacy - Select Board

- _____ Airplane Noise Advisory Committee
- _____ Animal Shelter 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

Land Use and Conservation - Select Board

- _____ Community Preservation Committee

- _____ Conservation Commission
- _____ Open Space & Recreation Planning Committee
- _____ Shade Tree Advisory Committee
- _____ Sign Review Committee

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

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.
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?
3. What level of meeting frequency are you able to attend?
 - a. Twice Weekly? _____
 - b. Weekly? _____ Twice Monthly?
 - c. Monthly
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.
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.
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.

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

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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:** _____

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: _____

1.0 INTRODUCTION FOR APPOINTED VOLUNTEERS

1.1 Purpose

The Guide for Appointed Volunteers, Volunteer Application, and Committee List (hereafter, “Guide”) is provided to assist the Town of Milton’s residents on the process for applying to the many appointed Boards, Committees, and Commissions (hereafter referred to as “Committees”). The Guide provides a description of procedures and information necessary for the volunteer application process.

Please visit www.townofmilton.org for more information about town government.

2.0 FORMATION OF COMMITTEES AND MEMBERSHIP

2.1 Committee Formation

The Appointing Authority (Select Board, Planning Board, Town Moderator) appoints the Town’s Committees. State statutes outline the powers and duties of many; the Town’s general bylaws, which are adopted by Town Meeting, further define the work of some. Town Meeting may also request the appointment of a Committee by approving an article for a specific purpose. The Appointing Authority prepares the charge/purpose detailing the function, composition of the Committee, and receives a report and recommendation of the Committee.

2.2 Volunteer Appointment Applications

The Appointing Authorities publicize vacancies on Committees through the Town’s website. Individuals interested in being considered for appointment should complete a separate application for each Committee on which they would like to serve.

One should take into consideration the established day and time the Committee of interest meets currently to confirm your availability to ensure you will not have conflicts. Excess absences may result in removal from the committee.

The Application is available on the Town’s website under Boards and Committees and may be submitted via email (see Application for more instructions). Applicants, who do not have access to a computer, may call the Select Board’s Office at 617-898-4843 to request a form. The completed form should be returned to the Select Board Office ATTN: Volunteers at 525 Canton Avenue, Milton, MA 02186, or email volunteer@townofmilton.org. The Application could include a copy of the interested resident’s resume. Residents are encouraged to attend meetings of the Committee of interest to learn about the Committee’s role in the community.

2.3 Appointment

The goal of the Appointing Authorities is to appoint qualified and interested Milton residents who are broadly representatives of the Town. The Appointing Authorities carefully consider the application and other relevant factors to ensure a diverse representation of the Town is made. Selections are based on current composition, qualifications, experience, recommendations, available space, attendance record, and previous performance, when available. Further, no person should be disadvantaged on account of inherent personal

characteristics such as race, color, religion, gender, national origin, age, membership in or application for uniformed military service, disability, genetic information, sexual orientation, or any other status protected by law.

Volunteers are only able to be appointed to no more than two Committees at one time.

All appointees will receive notification of appointment from the Appointing Authority.

In rare circumstances such as continued, unexplained absences or conflict of interest, the Appointing Authority may ask for a member's resignation or, if necessary, revoke the appointment. Also, the appointment of a Committee member who fails to attend three consecutive meetings without sufficient reason may be terminated. Written notification to the Committee member will be given in the event of such action. Generally, before such action is required, the Appointing Authority should contact the member to see if the problem can be justified and/or corrected.

For Select Board appointed committees, the Select Board will request that committees review applicants and make a recommendation to the Select Board. The Select Board will include the committee's recommendation as one of the considerations when deliberating which applicants to appoint.

2.4 Term of Office

The initial term of a Committee member is one year. At the conclusion of the year, it is up to the Appointing Authority to review members' reappointments. A Member may be able to serve additional terms depending on the work of the Committee and the number of volunteer applications that have been received. If a vacancy occurs in the membership of an appointed Committee, the appointing authority shall appoint a new member to serve for the balance of the unexpired term regardless of what may be publicly stated and voted upon.

2.5 Oath of Office

Notification of appointment will be given to newly appointed Committee members. Appointees must report to the Town Clerk to be sworn to the faithful performance of their duties prior to taking any official action as a member of a Committee (MGL Chapter 41, §107). The Town Clerk will give appointees information about Open Meeting Law, as required by MGL Chapter 30A, §§ 18-25. **Members are required to sign a Certificate of Appointment which will be kept on record by the Town Clerk.** In addition, his/her predecessor is still legally in office until this oath has been administered.

If litigation results from some action taken by a board, the case may be lost if all board members involved in the action have not taken the required oath.

Each appointment has its own **Certificate of Appointment**. If an individual serves on more than one Committee, a **Certificate of Appointment** must be signed, and the individual must be sworn in for each of those membership roles.

Each year, Committee members must be given a summary of the Conflict of Interest Law prepared by the Ethics Commission and, every two years, must complete an online training program prepared by the Commission. Once you have completed the online program, you

will be promoted to print a Certificate of Completion, which must be kept on file with the Town Clerk.

3.0 SELECT BOARD APPOINTED COMMITTEES

3.1 Airplane Noise Advisory Committee

The Airplane Noise Committee shall advise the Select Board on issues relating to air traffic over the Town of Milton and work to reduce the impacts of airplane noise and pollution on residents' health and quality of life.

3.2 Animal Shelter Advisory Committee

The Animal Shelter Advisory Committee shall provide recommendations to the Select Board regarding planning the design, construction, and furnishing for a new Milton Animal Shelter and regarding management decisions throughout the process of design, budget preparation, and construction for a new Milton Animal Shelter, as that process is further defined in any specific agreements made by the Select Board with the Milton Animal League governing funding, design, constructing, and managing a new Milton Animal Shelter.

3.3 Bicycle Advisory Committee

The Bicycle Advisory Committee shall advise the Select Board Information about biking in and around Milton.

3.4 Board of Registrars

The Board of Registrars has responsibility for registering voters, making local listings of residents, certifying nomination papers and petitions, processing absentee voter applications, and administering election recounts.

3.5 Capital Improvement Planning Committee

The Capital Improvement Planning Committee is to study proposed capital projects and improvements involving major tangible assets and projects which have a useful life of at least five (5) years and cost over \$10,000. To consider the relative need, impact, timing, and cost of anticipated projects requiring Town Meeting action during the ensuing five (5) years. To prepare an annual report recommending a Capital Improvement Budget for the next fiscal year and a Capital Improvement Program including recommended capital improvements for the following five (5) years.

3.6 Climate Action Planning Committee

The charge to the Milton Climate Action Planning Committee ("CAPC") is to review and evaluate Town bylaws, regulations, and policies and make recommendations for strategies for, including but not limited to, greenhouse gas emission reduction, mitigating climate risks, energy efficiency, and renewable energy.

3.7 Commission on Disability

The Committee shall be responsible for coordinating or carrying out of programs designed to meet the problems of the handicapped in coordination with programs of the other handicapped affairs and to see what sum of money the Town will appropriate for the commission's purposes; and to act on anything relating thereto.

DRAFT

3.8 Community Preservation Committee

The responsibility of the Community Preservation Committee is to study the needs, possibilities and resources of the community with regards to community preservation. In performing this research function, the CPC must meet and consult with other municipal boards and committees to get their input and must hold at least one public hearing annually to get input from the general public.

3.9 Conservation Commission

The Conservation Commission is the official agency specifically charged with the protection of a community's natural resources. The commission also advises other municipal officials and boards on conservation issues that relate to their areas of responsibility.

3.10 Council on Aging

The Committee shall advise the Select Board on the needs of Milton's older adults and to enhance their quality of life. Working together with the director, staff, and volunteers, the COA provides programs and services for residents 60 years and over. It also assists family members with information and referrals on elder issues.

3.11 Cultural Council

Milton Cultural Council contributes to the cultural vitality of Milton by funding excellence in the creative arts, sciences, and humanities within our community to enrich and reflect the lives of Milton residents. The Milton Cultural Council is a local grant program of the Massachusetts Cultural Council and complements that agency's centralized grant programs.

3.12 Education Fund Committee

The Committee shall advise the Select Board on issues relating to air traffic over the Town of Milton and work to reduce the impacts of airplane noise and pollution on residents' health and quality of life.

3.13 Equity & Justice for All Advisory Committee

The Equity & Justice for All Advisory Committee is (i) to review Town policies, procedures, and budgets for the purpose of advancing equity and justice for all, with a focus on eradicating from the Town of Milton oppression, racism, injustice, and violence against people of color (including without limitation immigrants of color), (ii) to report to the Select Board on the results of its work at least once each calendar quarter, (iii) to make recommendations based on the results of such work for the consideration of the Select Board, and (iv) to liaise as appropriate and necessary with the Select Board and other Town Committees and offices regarding Diversity, Equity, and Inclusion.

3.14 Historical Commission

The Historical Commission charge is to identify and chronicle the architectural and historical resources of the Town of Milton, Massachusetts. Established under the Massachusetts Historical Commission (Chapter 40, Section 8d of the Massachusetts General Laws) the Milton Historical Commission began its mission by identifying extant residences that met the criteria of either historic and/or architecturally significant to the history and development of the town.

3.15 Local Historic District Study Commission

The Historical District Study Commission is to investigate the desirability of establishing a historic district or districts within the town.

3.16 Massachusetts Port Authority Community Advisory Committee

The Massachusetts Port Authority Community Advisory Committee's mission is to be the voice of the communities impacted by Mass Port operations.

3.17 Metropolitan Area Planning Council

Our mission is to promote smart growth and regional collaboration. Our regional plan, MetroFuture, guides our work as we engage the public in responsible stewardship of our region's future. We work toward sound municipal management, sustainable land use, protection of natural resources, efficient and affordable transportation, a diverse housing stock, public safety, economic development, clean energy, healthy communities, an informed public, and equity and opportunity among people of all backgrounds.

3.18 Municipal Broadband Committee

The Municipal Broadband Committee is to explore the possibility of creating a municipal fiber-optic network for the benefit of Milton's residents, the local business community, non-profit institutions, and the town government. The committee will develop a report surveying several broadband development subject areas, including but not limited to such an undertaking's capital cost.

3.19 Norfolk County Advisory Board

The Norfolk County Advisory Board's principal responsibilities are to review and approve County budgets and appropriations. The Advisory Board also receives reports and makes recommendations on other matters affecting the County and its municipalities.

3.20 Open Space and Recreation Planning Committee

The Open Space and Recreation Planning Committee is to create an open space plan to help policy makers consider the Town's open space needs in their decision making.

3.21 Payment in Lieu of Taxes Committee (PILOT)

The Town will seek voluntary PILOT Agreements with all tax-exempt institutions within the community that own real property, or that rent real property from the Town (pursuant to MGL Chapter 59 section 5, sub-section 2B).

3.22 Retirement Board

The Retirement Board is responsible for protecting the interests of active retirement system members, retirees, and their beneficiaries in accordance with the requirements of Chapter 32 of the Massachusetts General Laws.

3.23 Shade Tree Advisory Committee

The Shade Tree Advisory Committee will make recommendation to the Select Board for the purpose of preserving and protecting all shade trees that exist on town property.

3.24 Sign Review Committee

The Sign Review Committee shall review each application for a sign permit regarding signs for which the Building Commissioner determines that the subject sign does not comply with Milton Zoning Bylaw requirements for signs.

3.25 Telecommunications Design Review Committee

The Telecommunications Review Committee reviews all applications for telecommunications facilities that are disguised or hidden on an existing building for suitability and effectiveness of the design.

3.26 Trustees of the Affordable Housing Trust

The Trustees of the Affordable Housing Trust will establish a fund to support affordable housing development, provide the organizational framework to ensure that new affordable housing is sensitive to local needs and gains the necessary political support.

3.27 Youth Task Force

The charge to the Milton Youth Task Force is to explore expanded opportunities and safe places for teenage students ages 11-18 to socialize and be productive within the Milton community, including but not limited to out-of-school time programming, and to make progress reports and recommendations to the Milton Select Board annually.

4.0 TOWN MODERATOR APPOINTED COMMITTEES

4.1 Audit Committee

The Audit Committee shall annually develop a scope of audit services, including the review of internal controls, to be performed by an independent licensed public accounting firm.

4.2 Board of Appeals

The Zoning Board of Appeals holds public hearings on applications for zoning variances, special permits, site plan review and decides appeals of administrative decisions of the Town's Zoning Code Administrator.

4.3 Bylaw Review Committee

The Bylaw Review Committee is to review the Town's existing General Bylaws and to make recommendations, if any, to Town Meeting as to additions, deletions, and changes to, and organization of the Bylaws.

4.4 Fire Station Building Committee

The Fire Station Building Committee is charged to solicit and retain services of an architectural firm and/or other consultants and professionals as necessary to refine and develop the initial findings of the Fire Space Needs Committee.

4.5 Information Technology Committee

The Information Technology Committee is charged to develop a Strategic Plan for Town-wide information technology and to provide advice and recommendations to Town

committees, boards, commissions, and personnel on strategic IT planning and budget requests.

4.6 Personnel Board

The Personnel Board is responsible for reviewing the work of all positions covered by the Plan and the salary schedules provided in the Plan, maintaining adequate records and may add positions, abolish positions, reclassify positions in the Plan, and so far, as permitted by law, change salary rates, all such actions to be effective until the final adjournment of the next Annual Town Meeting.

4.7 Warrant Committee

It shall be the duty of the Warrant Committee to inform themselves concerning those affairs and interest of the Town, the subject-matter of which is generally included in the warrants for its Town meeting; and the officers of the Town shall, upon their request, furnish them with facts, figures, and any other information pertaining to their several departments; provided, however, that any such information may be withheld when, in the opinion of the officer or board of officers so requested, the communication thereof might injuriously affect the interests of the Town or its citizens.

4.8 Redistricting Committee

It shall be the duty of the Redistricting Committee to meet with the Town Clerk at the completion of the Decennial US Census and review and approve the Town's voting precincts for presentation to the Select Board.

5.0 PLANNING BOARD AND SELECT BOARD APPOINTED COMMITTEES

5.1 Master Plan Implementation Committee

The Master Plan Implementation Committee is charged with reviewing the implementation plan within the Town's Master Plan, established under Massachusetts General Laws, Chapter 41, Section 81D, at least twice annually, and to recommend to the Planning Board and the Board of Selectmen the actions necessary to implement such plan, including timing, resources, and responsibilities.

6.0 SELECT BOARD AND TOWN MODERATOR APPOINTED COMMITTEES

6.1 School Building Committee

The School Building Committee is charged the purpose of planning the construction, alteration, renovation, remodeling, and furnishing of school buildings.

Town of Milton Handbook for Appointed Committees



Adoption Date: , 2023

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APPENDIX LIST

Sources of Information

Executive Session

MGL Chapter 268a Section 23: Standards of Conduct

Town of Milton Standard of Conduct Policy; TBD



Town of Milton Commonwealth of Massachusetts



Acknowledgement of Receipt of Handbook of Appointed Committees

I hereby acknowledge that I have received a copy of the "Town of Milton Handbook for Appointed Committee Handbook," and agree to familiarize myself with the contents thereof.

Signature

Name of Board/Committee

Print Name

Date

Email Address

Please sign and return this page to the Town Clerk's Office

1.0 INTRODUCTION

1.1 Purpose

The Handbook for Appointed Committees (hereafter, “Handbook”) is provided to assist the Town of Milton’s many appointed boards, committees, and commissions (hereafter referred to as “Committees”). The Handbook provides a description of procedures and information about important state statutes, such as the Open Meeting Law, the Conflict of Interest/Ethics Law, the Public Records Law, and Standards of Conduct.

The Handbook does not attempt to duplicate all the details available online, including the Town’s website, Charter, and Bylaws. In addition, the Town of Milton Annual Report provides a summary of Committee activities as well as other details of Town activities for each fiscal year (July 1 thru June 30).

The Chair shall provide new Committee members with a copy of the charge/purpose and other written information about the Committee’s specific role, duties, rules, and regulations, as well as any issues frequently encountered by the Committee.

Please visit www.townofmilton.org for more information about town government.

2.0 COMMITTEE APPOINTMENTS

2.1 Appointment

The goal of the Appointing Authorities is to appoint qualified and interested Milton residents who are broadly representatives of the Town. The Appointing Authorities carefully consider the application and other relevant factors to ensure a diverse representation of the Town is made. Selections are based on current composition, qualifications, experience, recommendations, available space, attendance record and previous performance, when available. Further, no person should be disadvantaged on account of inherent personal characteristics such as race, color, religion, gender, national origin, age, membership in or application for uniformed military service, disability, genetic information, sexual orientation, or any other status protected by law.

Volunteers are only able to be appointed to no more than two Committees at one time.

Upon making a new appointment, the Appointing Authority shall send a communication to the Town Clerk listing the appointee(s), address and phone number. All appointees receive notification of appointment from the Appointing Authority.

Committee members with excess absences may be subject to removal from the Committee or may not be reappointed by the Appointing Authority.

2.2 Term of Office

The full term of office for most positions on Committees is one year, July 1st ending on June 30th

unless defined differently in the Committee charge/purpose. If a vacancy occurs in the membership of an appointed Committee (excepted for the Warrant Committee), the appointing authority shall appoint a new member to serve for the balance of the unexpired term, regardless of what maybe publicly stated and voted on.

2.2.1 Vacancies

The Appointing Authority shall publish notifications regarding vacancies on the Town of Milton website under Boards and Committees and shall be announced by the Committee Chair. All appointments will only serve for the balance of the unexpired term of the appointee they replace. regardless of what maybe publicly stated and voted on.

2.2.2 Term Limits

A committee's authorizing legislation (State Law, Milton Town Bylaw, Milton Town Meeting article) typically set a committee's and its member's term of office. If not specified, the initial term of a Committee member is one year. At the conclusion of a member's term, it is up to the Appointing Authority to review members' reappointments. A Member may be eligible to serve additional terms depending on the work of the Committee and the number of volunteer applications that have been received.

2.3 Oath of Office

The Appointing Authority will provide notification of appointment to newly appointed Committee members and the Town Clerk. Appointees must schedule an appointment with the Town Clerk to be sworn to the faithful performance of their duties prior to taking any official action as a member of a Committee (MGL Chapter 41, §107). The Town Clerk will give appointees information about Open Meeting Law, as required by MGL Chapter 30A, §§ 18-25. **Members are required to sign a Certificate of Appointment which will be kept on record by the Town Clerk. CHECK W SUE**

If litigation results from some action taken by a board, the case may be lost if all board members involved in the action have not taken the required oath.

Each appointment has its own **Certificate of Appointment**. If an individual serves on more than one Committee in various capacities, a **Certificate of Appointment** must be signed, and the individual must be sworn in for each of those membership roles.

The Town is required to provide Committee members a copy of the summary of Conflict of Interest within 30 days of appointment and annually thereafter. Committee members must acknowledge in writing that they received the summary of the conflict of interest law within 30 days of their appointment. In addition, Committee members must complete the online training program within 30 days of their appointment and then every 2 years thereafter.

Committee members must self-registering to access the conflict of interest law online training program on the State Ethic Commission's learning platform (<https://www.mass.gov/new-conflict-of-interest-law-online-training-program-now-open>).

2.4 Orientation

Committee Chairs are encouraged to hold an orientation for all members of the Committee to

inform of the specific roles, rules, regulations, and any issues frequently encountered by the Committee.

2.5 Conflict of Interest Statute as It Applies to Committee Appointees

(also considered municipal Employees)

M.G.L. Chapter 268A, see also the State Ethics Commission Website: <http://www.mass.gov/ethics/>

2.5.1 Purpose

According to *A Practical Guide to the Conflict of Interest Law for Municipal Employees (2001)* published by the State Ethics Commission, the “purpose of the conflict law is to ensure that public employees’ private financial interests and personal relationships do not conflict with their public obligations. The law is broadly written to prevent a public employee from becoming involved in a situation which could result in a conflict or give the appearance of a conflict.”

“The law restricts what a public employee may do: (1) on the job; (2) after hours (or ‘on the side’); and (3) after leaving public service.

2.5.2 Provisions

The law prohibits a variety of actions, including bribery, extra pay, receipt of gifts or privileges because of a Committee member’s official action, and acting as an agent or attorney for anyone in a claim against or doing business with the Town. The law prohibits all Committee Appointees from participating in a particular matter in which Committee members or any of the following have a financial interest:

- Immediate family
- Partner or business associate
- A business organization in which Committee member serves as an officer, director, trustee, partner, or employee (including a non-profit organization)
- Any person or organization with which Committee members are negotiating or have any arrangement concerning prospective employment.

If Committee members have a conflict of interest or an appearance of conflict in any matter before the Committee, he/she should not be counted in the quorum and should recuse themselves and should not be present for or participate in any discussion or votes. The law provides for the legal determination of conflict of interest status for any Committee member submitting a request to the Appointing Authority or State Ethics Commission. The law also provides for continued service in certain circumstances if full disclosure is made or a special exemption is granted by the Appointing Authority with advice from Town Counsel. If Committee members have any questions about their activities, they should file a written request to Town Counsel and the Town Administrator. The answer to the request will be in writing and become a matter of public record.

2.5.3 Persons the Conflict of Interest Governs

Municipal Employees: “The conflict law regulates the conduct of public officials and employees (referred to collectively in the law as ‘employees’) at the state, county, and municipal levels of government. The term ‘employee’ at each level is defined expansively. You are considered a municipal employee if you hold any office, position, employment, or membership in any municipal agency. It does not matter whether you are paid or unpaid or whether you serve full-time or part-time. People who work as consultants or on an intermittent basis are generally covered, as well. For example, unpaid members of local town or city boards or commissions are municipal employees, as are private citizens serving on a special advisory committee (emphasis added) appointed by the Select Board to make recommendations on specific issue.”

2.6 Responsibility

An individual board or committee member has a right to speak publicly as a private citizen but should not purport to represent the Committee or exercise the authority of the Committee except when specifically authorized by a majority vote of the body to do so. If members identify themselves as members when speaking as a private citizen, it may be perceived that they are speaking for the Committee. Such a perception should be avoided.

2.7 Reappointment

A Committee member is under no obligation to accept reappointment, nor is the Appointing Authority obligated to offer reappointment. Some Committees may have a term limit requirement as outlined in its bylaw or charge/purpose. In cases where special training or expertise is required, longer periods of service may be appropriate.

2.8 Resignation

A Committee member who is no longer able to serve should resign promptly so that the vacancy may be filled. A written resignation must be submitted to the Chair of the Committee and the Appointing Authority with a copy submitted to the Town Clerk.

2.9 Termination

In rare circumstances such as continued, unexplained absences or conflict of interest, the Appointing Authority may ask for a member's resignation or, if necessary, revoke the appointment. Also, the appointment of a Committee member who fails to attend three consecutive meetings without sufficient reason may be terminated. Written notification to the Committee member will be given in the event of such action. Generally, before such action is required, the Appointing Authority should contact the member to see if the problem can be justified and/or corrected.

2.10 Associate Membership

From time to time, a Committee may find it useful to appoint non-voting associate members to assist the Committee in the successful completion of its mission. Appointments of associate members are made by the Appointing Authority, provided the Committee submits written substantiation of the need for associate members. Associate members are appointed for terms of one (1) year unless a longer term is otherwise agreed upon by the appointing authority and the Committee.

2.11 Charge/Purpose

The Committee shall review the charge/purpose approved by the Appointing Authority at an early meeting and periodically thereafter to keep its work focused and moving toward its goals.

The Committee, with advice from the Appointing Authority, should develop a plan of action to accomplish the objectives. The plan should include major reporting milestones so that the Committee and the Appointing Authority may assess the Committee's progress.

3.0 COMMITTEE OFFICERS

3.1 Elections

Unless State law, Milton Town Bylaw or Milton Town Meeting articles state otherwise, committees shall elect a new Chair, Vice-Chair and Secretary annually; usually at the first meeting after new terms begin in July. It is the responsibility of the Chair to notify the Appointing Authority and the Town Clerk of

changes in officers.

3.2 Chair

The Chair's primary responsibility is the fair facilitation of meetings. The Chair presides at all meetings, assists with setting the agenda, decides questions of order, calls special meetings, and signs official documents that require Chair's signature. The Chair has the same and no more rights as other members to offer resolutions, make or second motions, discuss questions, and vote thereon. The Chair should allow other members to make and second motions and should be mindful in offering amendments to motions and in discussion since the Chair's primary role is to facilitate a full range of opinion from the Committee and, in a public hearing, from the Public.

The duties of the Chair typically include:

- Preparing agendas
- Assuring needed material will be available to the Committee
- Assuring the lists of topics is posted in accordance with Open Meeting Law
- Establishing the calendar
- Reserving meeting space
- Ensure that each Committee member is compliant with completing; oath of office, and state ethics before the start of meeting.
- Making sure meeting minutes are created and submitted as required.
- Notifying the Appointing Authority of important changes to the Committee
- Submitting the Annual Report
- Approving request for remote participation
- Updating website

3.3 Vice Chair

The Vice Chair serves as the Chair whenever the latter is absent or steps down from meetings and performs other necessary duties.

3.4 Secretary/Clerk

If the Committee has a Secretary/Clerk, he/she is responsible for taking and transcribing the Committee's minutes, recording any amendments, posting the approved minutes online and filing the approved minutes with the Appointing Authority's Designee or ensuring that these functions are performed by staff.

In accordance with MGL c 30a, sec 22, Committees shall create and approve minutes of all open sessions in a timely manner. Upon approval, said minutes shall, within 10 days, be posted on the Town's website and filed with the Town Clerk; minutes of all open sessions, whether approved or in draft form, will be made available upon request by any person within 10 days.

4.0 COMMITTEE MEETINGS

4.1 Definition

A meeting occurs at any time a quorum of the Committee (or Subcommittee) members come together to discuss or consider public business or policy over which the Committee has jurisdiction or advisory power. A quorum is necessary for conducting official business. A quorum consists of greater than 50% of the appointed membership: i.e., quorum for a 6-member Committee is 4; quorum for a 7-person Committee is also 4.

4.2 Open Meeting Law (OML) – M.G.L. c30A, §§ 18-25

4.2.1 Purpose The purpose of the Open Meeting Law is to ensure transparency in the deliberations on which public policy is based. Because the democratic process depends on the public having knowledge about the considerations underlying governmental action, the Open Meeting Law requires, with some exceptions, that meetings of public bodies be open to the public. It also seeks to balance the public's interest in witnessing the deliberations of public officials with the government's need to manage its operations efficiently.

The Massachusetts Open Meeting Law (<http://www.mass.gov/ago/government-resources/open-meeting-law/>) requires that all meetings of elected or appointed Committees be open to the public except in specific situations where Executive Session is permitted. Refer to Section 4.4.

Votes taken in open session by a governmental body may not be by secret ballot. The law does not apply to chance meetings or social occasions; however, such meetings cannot be used to circumvent the requirement of discussing and deliberating at public meetings.

4.2.2 Recordings

Any person may record a meeting (except for Executive Session) with audio and/or video equipment provided there is no active interference with the conduct of the meeting and with verbal permission of the Chair and a public announcement. The manner in which this right is to be exercised is subject to the reasonable direction of the Chair but is usually done at the onset of the meeting.

4.3 Meeting Guidelines

4.3.1 General Guidelines

A Committee may adopt formal rules of order, such as Robert's Rules of Parliamentary Procedure. Although some Committee discussions may seem too casual to be called debate, it is advisable for the Committee to observe a minimum of generally accepted procedures. Attentive guidance by the Chair and adherence to adopted procedures can increase efficiency as well as maintain objectivity.

The Chair should limit all participants to concise, non-repetitive statements. In some cases, establishing time limits may be advisable. All who wish to speak should be allowed to do so before anyone is invited to speak a second time. Although desirable, it is not necessary for the Committee to continue discussion until complete consensus is achieved. Other actions such as calling for a vote, postponing until more information is available, or referring to a subcommittee are options to a final vote.

The Town of Milton expects mutual respect among individuals of diverse points of view during vigorous discussions. Committees discuss the merits of issues; personal comments are considered out of order. Visitors may be allowed to participate if recognized by the Chair; time constraints and agendas often require brevity (OML 20(f)). It may be advisable for the Chair to remind speakers of time and repetition limits.

No one may speak at a Committee meeting without permission of the Chair and should identify themselves and their address or residency before speaking. In accordance with M.G.L. Chapter 30A Section 20(g), if a speaker or someone attending a public meeting refuses to be silent after a warning from the Chair, the Chair has the authority to order the speaker removed from the

meeting. Nevertheless, all Committee members represent and serve the Town. They should treat all visitors and other Committee members with courtesy and consideration. It is strongly recommended to permit public participation in some form, such as a short period reserved for comment at each meeting or on a particular issue on the agenda. Public participation is expected during scheduled public hearings.

4.3.2 Meeting Process

Chair calls meeting to order and attendance is taken. First item on agenda is identified and Chair asks for discussion. Once recognized by the Chair, any member of the Committee may make a motion for consideration and action. For clarity, motions should be made in the affirmative. To advance discussion of the motion, the motion must be seconded by another member of the Committee. Discussion does not proceed if there is no second to the motion.

During discussion, the Chair allows for each member to comment or ask questions. Members of the public may be invited to comment on a motion if recognized by the Chair. The Chair may set standards and limit time for public comments. The Chair is not required to entertain public comment, except as may be required for public hearings.

The member who made the motion may revise or withdraw the motion depending on the discussion by other members and the public, if applicable. Once the motion is finalized, the Chair calls for a vote of the Committee. The revised wording of the motion requires a second.

A voice vote will be taken, and Committee members could vote in favor of the motion, oppose the motion, or can abstain. A motion is passed when a simple majority is affirmed. A motion fails if the vote is tied. If a meeting is being held remotely, or if any Committee member is participating remotely, all votes must be taken by a roll call.

4.3.3 Out of Meeting Communication

Deliberations on matters that are under the purview of the committee by a quorum of a Committee, whether by email, text, telephone, in person, or otherwise, is a violation of the Open Meeting Law. There is no distinction between written and electronic records. The ease with which email messages are sent or forwarded may facilitate the improper discussion of Committee issues. While it is important for Committee members to be responsive to the public, members must be careful that their replies do not become quorum discussions, which would violate Open Meeting Law.

Use of one's own computer and personal email accounts for Committee business are also subject to the Public Records Law. Generally, all electronic communication (for example, emails and texts whether on a Town-issued email address or personal email address) related to matters before the committee is a public record subject to inspection, disclosure, scheduled retention, and disposition. Employees and committee members acting in their official capacities should not have an expectation of privacy in their use of electronic mail.

4.4 Executive Session

An Executive Session is closed to the public, but the Committee must first convene in an Open Session for which notice has been posted. A majority of the members must vote, by roll-call vote entered into the minutes, in favor of a motion to go into Executive Session. The motion must specify the reason including a statement that there would be a detrimental effect on the position of the governing body if the discussion were in open session and state whether or not the Open Session will reconvene following

Executive Session. All votes taken in Executive Session are recorded by roll call and become a part of the record of that session. Topics discussed in Executive Session are confidential. Attendees do not discuss these matters with anyone.

Accurate records/minutes of the executive session shall be maintained pursuant to Section 23 of the OML (Complaints and Remedies) and shall be released to the public only when the purpose for the Executive Session no longer exists by vote of the Committee.

Generally, most Committees will not need to or meet the legal threshold to meet in Executive Session, except for the Select Board. Committees are required to consult with Town Counsel prior to scheduling a meeting with an Executive Session to review the permissibility of entering Executive Session and to review the process.

The ten specific situations where Executive Session is permitted are as follows:

1. To discuss the reputation, character, physical condition, or mental health, rather than 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
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 may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares
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 special 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 clause 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 any 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: 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 G.L. c. 164, § 1F

4.5 Meeting Schedule

The frequency of meetings depends on a Committee's workload. Most meetings are held weekly, monthly, or bimonthly. The Chair calls each meeting. When possible, a regular meeting day, hour, and location should be established. Except in cases of emergency, it is not encouraged that Town Committees meet if Town Hall is closed due to snow. It is strongly recommended that Committees do not meet on Election Days or other religious or cultural holidays.

4.6 Meeting Location

Meetings must be held in a place which is open to the public and accessible to the handicapped. A Committee may reserve a room in any Town building.

For use of other non-municipal buildings, a Committee must appropriately book meeting space based on that buildings process.

Subject to then current State law, the Chair may call for meetings to be held in person, virtually via the Town's Zoom account, or in a hybrid format with in person and remote attendance. If any Committee member attends the meeting virtually or by phone, the Chair will call a roll call for all votes.

4.7 Public Meeting vs. Public Hearing

A public meeting is any Committee meeting as they are considered "open meetings" to the residents of the Town. The public is welcome to attend and observe; however, they do not have the right to participate unless they are invited to do so by the Chair. If a resident wants to participate and is recognized to do so by the Chair, he/she must first state his/her name and address.

A public hearing is held for the purpose of obtaining information from which the board can reach a determination, usually regarding the issuance of a license or permit or some other approval. Abutters are often, but not always, required to be notified and may attend to observe and participate in the public testimony portion of the hearing.

The Select Board, Planning Board, Warrant Committee, Zoning Board of Appeals, Conservation Commission, and Board of Health are sometimes required by state law or local regulation to hold public hearings. Hearings are held for the purpose of obtaining information from which the board can use to reach a determination, usually regarding the issuance of a license or permit.

Such hearings may have requirements and timeframes for advertising and posting public notice of the hearing, notifying abutters, rendering, and filing a decision and the purpose for filing an appeal. These requirements vary depending on the type of hearing. It is the responsibility of the Chair to assure that the requirements of the public hearing process are properly followed.

4.8 Posting

It is the responsibility of the Committee to give notice to the Town Clerk two (2) full days (48 hours), not including Saturdays, Sundays, or legal holidays (OML section 20b) prior to the meeting. The Town Clerk has established timeframes, forms and requirements for posting meetings that must be followed. The Town Clerk must post the Committee's meeting time, date, place, and a list of topics (agenda) to be discussed.

Committee members will also be provided a copy of meeting materials required for any given meeting.

4.9 Joint Committee Meetings

There may be occasions when two or more Committees meet to conduct business in a joint session. Each Committee must separately post advance notice of their respective meeting; each must have their own quorum present; and the Chair of each Committee may receive motions or call for votes only from the members they chair.

4.10 Recordkeeping

Committees should strive for transparency, posting minutes as soon as they become available. State law requires that a Committee keep accurate records of its public meetings. The Committee must vote to accept all minutes. These records are public information, and a copy of all approved minutes must be filed with the Town Clerk.

The [Open Meeting Law](#) (M.G.L. Chapter 30A, Section 22) states:

“Minutes of all open sessions shall be created and approved in a timely manner. The minutes of an open session, if they exist and whether approved or in draft form, shall be made available upon request by any person with 10 days” and “The minutes of any open session, the notes, recordings, or other materials used in the preparation of such minutes and all documents and exhibits used at the session, shall be public records in their entirety and not exempt from disclosure except in certain personnel evaluations.

Minutes must include (see OML Section 22):

- The date, time, and location of the meeting
- The members present or absent
- A summary of the discussions on each subject
- The decisions made and the actions taken at each meeting including the record of all votes
- Documents and other exhibits, such as photographs, recordings, or maps, used by the body at an open or executive session shall, along with the minutes, be maintained as part of the official record of the session
- A list of documents and other exhibits used at the meeting

Minutes should include:

- Names of additional participants (not press or observers)
- Name of recorder
- Time convened and time adjourned

Minutes may include:

- A schedule of future meeting(s)

Minutes do not need to include:

- Who moved and seconded motions, although this information on the individual votes does add to the transparency

4.11 Public Records Law

The Massachusetts Public Records Law – MGL Chapter 4, Section 7(26) and any amendments provides right of access to public records, broadly defined to include all documentary materials except eleven specific exemptions such as personnel and medical files, proposals and bids, and appraisals of property. Electronic communications regarding matters before a Committee as well as minutes, informational data,

memoranda and circulating materials of any Town board or committee are mostly all public information. The Committee should consult Town Counsel if questions arise concerning the public records law.

4.12 Standard of Conduct (Note: Section stricken and to be complete after consultation with Town Counsel regarding recent SJC decision on codes of conduct at public meetings.

~~Freedom of speech is encouraged and welcomed at all meetings. The Town of Milton recognizes the importance of civil discourse and expects all Committee members as well as the participating public to conduct themselves accordingly. Committee members must treat every person fairly and with respect. Committee Members are expected to conduct themselves according to the following standards:~~

- ~~• Committee Members are expected to pay full attention to the Meeting proceedings. All electronic devices should be silenced during the Meeting. Use of smartphones, tablets, laptops, and other electronic devices is permitted during the Meeting but should be limited to accessing electronic records relevant to the Meeting. Other uses (doing a crossword puzzle, for example) have been found to distract Members from giving full attention to proceedings.~~
- ~~• Private or restricted communications via social media or other means of electronic communication among groups of Committee Members during a Meeting about matters under consideration at the meeting violate the spirit and traditions of our Meetings and are strongly condemned. Such non-public deliberations are contrary to the fundamental purpose of a Meeting, which is to debate issues fully and publicly, before all Committee Members and members of the public.~~
- ~~• No political demonstrations or activities may take place within or immediately outside of the meeting. No political signs, banners, flags, or oversized badges are permitted within the meeting, whether related to matters that may or will come before the Meeting.~~
- ~~• We urge Chairs to discourage applause and other overt expressions of approval or disapproval after a speaker has finished speaking and certainly not during the presentation.~~

~~The Chair shall promptly intervene when a member of the public or a Committee act in violation of these standards. If a member of the public or a Committee member is disruptive, then the Chair has the authority to have the person removed from the meeting. If a Committee member is consistently in violation of these standards, the Chair may request the Appointing Authority to remove the member from the Committee.~~

5.0 COMMITTEE REPORTING STRUCTURE

5.1 Appointing Authority

The Committee Chair reports to the Appointing Authority about the Committee's action plans. The Town Administrator is helpful in maintaining communication between the Committee and the Appointing Authority. If needed, the Chair may request a meeting with the Appointing Authority to report progress and/or resolve problems.

5.2 Town Meeting

If relevant, a Committee should be prepared to make a presentation to Town Meeting at the discretion of the Town Moderator. The Committee should make these reports clear, concise, and brief, keeping in mind the large volume of materials Town Meeting attendees receive.

5.3 Annual Report

All appointed Committees must file an annual report of the Committee's activities for the Annual Town Report. The Chair or other designated member should detail Committee membership, the mission of the Committee, and an explanation of major accomplishments and future plans. Annual Reports cover the period beginning July 1st through June 30th and are due prior to Annual Town Meeting in the spring.

SOURCES OF INFORMATION

"Open Meeting Law Guide," Commonwealth of Massachusetts Office of the Attorney General. July 1, 2010.

Massachusetts General Laws

Chapter 66: Public Records Law:

Chapter 30A, §§18-25: Open Meeting Law:

Chapter 268A: Conflict of Interest:

Chapter 268A, Section 23: Standards of Conduct:

Massachusetts Conflict of Interest Law, State Ethics Commission:

Ethic Training Program:

Records Retention Manual:

**PROCLAMATION
HONORING
WILLIAM RITCHIE, DIRECTOR OF CONSOLIDATED FACILITIES**

- WHEREAS, Mr. Ritchie with roots in Boston. Quincy and Abington, he earned his business degree from Anna Maria College and additional certifications from Northeastern University; and
- WHEREAS, Mr. Ritchie has 40 years of experience in the construction industry; including 23 years in Milton as the Director of the first and only municipal department to fully consolidate services for both town and school departments; and
- WHEREAS, Upon his arrival, Mr. Ritchie helped Milton Public Schools orchestrate the renovation of five schools and the construction of the new Collicot Elementary School;
- WHEREAS, As an advocate of green energy, Mr. Ritchie encouraged the Town of Milton to explore the benefits of solar energy, electric vehicles and charging stations. Milton also joined the Green Communities Program. Mr. Ritchie's efforts netted Milton several accolades and additional revenues; and
- WHEREAS, The COVID-19 pandemic posed new challenges and created new opportunities to learn; Mr. Ritchie did extensive research on ventilation systems and hand sanitizing equipment. He led his team and other Departments stalwarts to help produce and post signage, retro-fit office spaces with plexiglass barriers and acquire masks; and

NOW THEREFORE, BE IT RESOLVED; The Milton Select Board expresses its deepest appreciation for the outstanding contributions made by Mr. William Ritchie during his 23 years of public service in support of the Town of Milton and Milton Public Schools and extends its best wishes for a happy and healthy retirement.

GIVEN THIS DAY, April 27, 2023 by

Arthur J. Doyle, Chair

Michael F. Zullas, Vice Chair

Richard G. Wells, Jr., Secretary

Erin G. Bradley, Member

Roxanne Musto, Member

*Milton, Massachusetts
Office of the Select Board*

Official Citation

Be it known that the Milton Select Board hereby extends its
congratulations to:

James McAuliffe

In recognition of:

*Your retirement after 14 years of dedicated service to the Town of
Milton as the Town Treasurer; the commitment and enthusiasm
that you have demonstrated toward enhancing the quality of life
for the residents of Milton will always be
appreciated and remembered*

Be it further known that the Milton Select Board extends its best wishes
for continued prosperity and success; that this citation be duly signed
by the Select Board on this day, the 18th of April, 2023.

Signature Block Here





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

Boards & Committees Volunteer Application

For information on current active boards/committees including, charge, term, and vacancies please visit the Town of Milton Boards & Committees webpage @ <https://www.townofmilton.org/boards> or contact the Select Board Office @ (617)898-4846. If you are interested in volunteering, submit this form to the Select Board Office, attention: Suzanne Bridges at Sbridges@townofmilton.org. A resume is welcome but not required.

Name

Marshall Levy

Address

[Redacted Address]

Email

[Redacted Email]

Phone

[Redacted Phone]

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

Council on Aging

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

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

Active & Committed member of the COA for 6 years
Education Consultant for National Geographic Society
Educator - 42 years. Assistant to school principal Belmont.
Organized & lead educational workshops throughout the NE.
*Please refer to my attached resume.
Global travel to China, Japan, Guam, England, Wales,
Canada,

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

Comradery with other board members,
contribution of ideas.

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

Town Meeting member, Rotary Member

Potential Conflicts of Interest

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

N/A

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

No

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

I've been an active member of the COA

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

Small group sessions to brainstorm.
Telephone chains.

***You may also submit this form by mail: Select Board Office: Attn: Suzanne Bridges, 525 Canton Avenue, Milton, MA 02186**

Marshall Levy

Education

- M.Ed., University of Guam, Agana, Guam, 1972
Administration and Supervision
- B.S., California State University at Northridge, Northridge, CA, 1968
Social Sciences/Recreational Education

Professional Employment

- Belmont Public Schools, Belmont, MA
2010 – Present Long Term Sub-Grade 1=15 weeks, 2nd=7 weeks
2010 Retirement
1982 – 2010 Fourth Grade Educator
1997 – 2010 Teacher-in-charge
- Quincy Public Schools, Quincy, MA
1972 – 1982 Sixth Grade Educator
- Government of Guam, Agana, Guam
1970 – 1972 First & Fifth Grade Educator
- Los Angeles City Schools, Los Angeles, CA
1969 – 1970 First Grade Educator

Professional Development

- 2000-2011 Geography Workshop Presenter- Framingham State College &
Spellman Stamp Museum, Regis College
- 2007 N.E.H. FDR: 1938 – 1945, Roosevelt Museum, Hyde Park, NY
- 2007 P.C.E.T Tufts University Engineering Dept. Boston, MA
- 2006 N.E.H. Landmark Institute-“Industrialization of America”
Lowell Bott Mills, Lowell, MA
- 2005 N.E.H. Landmark Institute-“Becoming American-1607 – 1850”
Salem State College
- 2004 N.E.H. Institute-“African Americans and the Making of America”
Tufts University
- 2003 Intel Course – Plymouth State College, New Hampshire
- 2002 China Study Tour – Primary Source, Watertown, MA
- 2001 Teaching About China – Primary Source, Watertown, MA
- 2000 Teaching East Asia Program at SECC – China in the Classroom
Boulder, Colorado
- 1999 Japan Leadership Training Program – East Asian Center of the
University of Washington, Seattle, WA and Smith College,
Northampton, MA
- 1998 Canadian Institute – University of Vermont

- 1995 National Geographic Society & Massachusetts Geographic Alliance, Chester College, Chester, England
- 1994 N.E.H Institute "Tales of Genji," Brown University, Providence, RI
- 1993 Massachusetts Geographic Alliance Summer Institute Consultant and Facilitator
- 1992 National Geographic Society Summer Institute Consultant and Facilitator, Washington, D.C.
- 1991 National Geographic Society Summer Institute Consultant and Facilitator, Washington, D.C.
- 1990 N.E.H. Institute Confucianism, Five College of East Asian Studies
- 1989 National Geographic Society Summer Geography Institute, Representative from Massachusetts Geographic Alliance
- 1988 M.G.A., Geography in the Classroom, Lincoln Filene Center, Tufts University

Professional Awards

- 1999 National Council of Geographic Education – NCGE Teacher Award
- 1996 Massachusetts Council for the Social Studies – Award for Excellence
- 1994 Bay State Skills Corporation – Global Education Teacher of the Year

DRAFT

Select Board Meeting Minutes

Meeting Date: 2/24/2023

Members in Attendance: Arthur Doyle, Chair; Michael Zullas, Vice Chair; Erin Bradley, Member; Roxanne Musto, Member and Nicholas Milano, Town Administrator

Members Absent: Richard G. Wells, Jr., Secretary

Guests Attorney Kevin Freytag

Meeting Location: Zoom/Webinar

Executive Session: Called to Order: 2:06PM

Executive Session Adjourned: 2:23PM

1. Call to Order

Chair Doyle called the Select Board meeting to order at 2:06PM and reported that the meeting is being held remotely under Chapter 22 of the Acts of 2022. Chair Doyle introduced the Members of the Board and Staff.

2. Executive Session - Pursuant to M.G.L. c. 30A, § 21(a)(3) - To discuss strategy with respect to litigation against the Massachusetts Bay Transit Authority regarding the condition of the stairs located at the MBTA station located at Adams Street, Milton, MA

At 2:07PM, Chair Doyle moved to enter into Executive Session to discuss litigation strategy against the Massachusetts Bay Transit Authority (MBTA) related to the condition of the stairs at the MBTA station located at Adams Street, Milton, MA based on my belief that discussion of this matter in open session may have a detrimental effect on the litigating position of the Select Board. The Select Board will adjourn from the Executive Session and not return to Open Session. The motion was seconded by Ms. Musto. The Board voted unanimously by roll call (4-0) to enter Executive Session.

ZULLAS: YES

BRADLEY: YES

MUSTO: YES

DOYLE: YES

3. Discussion/Approval - litigation strategy against the Massachusetts Bay Transit Authority regarding the condition of the stairs located at the MBTA station located at Adams Street, Milton, MA

This matter has been deferred.

4. Adjourn

M. Musto moved to adjourn at 2:23PM. The motion was seconded by Ms. Bradley. The Board voted unanimously by roll call (4-0) to adjourn.

ZULLAS: YES

BRADLEY: YES

MUSTO: YES

DOYLE: YES

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

DRAFT

Select Board Meeting Minutes

Meeting Date: 3/1/2023

Members in Attendance: Arthur Doyle, Chair; Michael Zullas, Vice Chair; Erin Bradley, Member; Roxanne Musto, Member; Nicholas Milano, Town Administrator and Lynne DeNapoli, Executive Administrative Assistant to the Select Board

Late Arrival: Richard Wells; Secretary

Guests: Attorney Kevin Freytag, office of Town Counsel

Meeting Location: Zoom/Webinar

Time Executive Session called to Order: 3:04 PM

Time Executive Session adjourned: 3:44PM

1. Call to Order

Chair Doyle called the Select Board meeting to order at 7:01PM and reported that the meeting is being held remotely under Chapter 22 of the Acts of 2022 and introduced the Members of the Board and Staff.

2. Executive Session - Pursuant to M.G.L. c. 30A, § 21(a)(3) - To discuss strategy with respect to litigation against the Massachusetts Bay Transit Authority regarding the condition of the stairs located at the MBTA station located at Adams Street, Milton, MA

At 3:06PM, Chair Doyle moved to enter into Executive Session to discuss litigation strategy against the Massachusetts Bay Transit Authority (MBTA) related to the condition of the stairs at the MBTA station located at Adams Street, Milton, MA based on my belief that discussion of this matter in open session may have a detrimental effect on the litigating position of the Select Board. The Select Board will return to Open Session. The motion was seconded by Mr. Zullas. The Board voted by roll call to enter Executive Session.

ZULLAS: YES

BRADLEY: YES

MUSTO: YES

DOYLE: YES

The Select Board returned to Open Session at 3:41PM.

3. Discussion/Approval - litigation strategy against the Massachusetts Bay Transit Authority regarding the condition of the stairs located at the MBTA station located at Adams Street, Milton, MA

Chair Doyle provided an update regarding the Adams Street, MBTA station.

MBTA has informed the Town of Milton that demolition of the Milton Station stairs will take place from March 6 to March 9. Work will take place overnight from 9 pm to 5:30 am. The MBTA has [posted an alert that shuttle buses will replace trolley service](#) each night beginning at 8:45 pm.

Abutters were sent a letter from the MBTA's contractor Apex Abatement and Demolition, dated February 26, 2023, with details about the work. It will begin on Monday, March 6, 2023 at approximately 9 pm and occur overnight so that the trolley line can remain in service during the day. The contractor will be demolishing the staircase with a hydraulic hammer and they will attempt to mitigate the noise.

There is no plan to immediately replace the stairs after demolition work is complete, despite the Town's repeated requests to the MBTA that it repair the stairs.

4. Adjourn

At 3:44PM, Mr. Wells moved to adjourn from the Executive Session and return to Open Session. Ms. Musto seconded the motion. The Board voted unanimously by roll call (5-0) to adjourn.

ZULLAS: YES

WELLS: YES

BRADLEY: YES

MUSTO: YES

DOYLE: YES

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

Document:

Norfolk Superior Court -Clerk's notice

Norfolk Superior Court -Memorandum of Decision

DRAFT

Select Board Meeting Minutes

Meeting Date: 3/14/2023

Members in Attendance: Arthur Doyle, Chair; Michael Zullas, Vice Chair; Richard G. Wells, Jr., Secretary; Erin Bradley, Member; Roxanne Musto, Member; Nicholas Milano, Town Administrator and Lynne DeNapoli, Executive Administrative Assistant to the Select Board

Guests Attorney Kevin Freytag, office of Town Counsel

Meeting Location: Zoom/Webinar

Time Meeting Called to Order: 7:00PM

Time Meeting Called to Order: 9:36PM

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

Chair Doyle called the Select Board meeting to order at 7:00PM and reported that the meeting is being held remotely under Chapter 22 of the Acts of 2022, introduced the Members of the Board and Staff and led the Pledge of Allegiance.

3. Public Comment

Maggie Oldfield, 397 Hillside Street, Milton, MA (Town Meeting Member, Precinct 5)

Ms. Oldfield expressed her concerns that the 40 acres of land encompassing Pope's Pond is not under the care and custody of the Conservation Commission as many residents had believed. Ms. Oldfield requested that the Select Board address this matter so that the land can be protected through the Conservation Commission.

Ms. Oldfield also noted that she does not support the Warrant Article that would allow the Select Board to take land by eminent domain. Ms. Oldfield encouraged the Board re-consider their position on this Article.

Chair Doyle noted that the Board would address the FY2024 Capital Budget Recommendation before proceeding to the FY2024 budget.

4. Discussion/Approval - Capital Improvement Planning Committee Recommendation for the FY2024 Capital Budget

Mr. Wells and Mr. Milano highlighted a few of the capital projects that the Committee has voted to fund in FY2024. There is a total of \$123 million in requests over the next five years, 2023-2028. The projects involve replacing existing equipment and improving facilities within the Town and Milton Public Schools. Funding sources include: \$4.2 million-borrowed, \$1.2 million -free cash as well as other sources such as CPA funds.

FY24 Capital Recommendation: \$6,742,022

\$1Million-Roadway construction
\$100,000 Traffic Calming Needs
\$1Million-DPW Salt Shed
\$500,000 Chrome Books -20% annual replacement
\$200,000 Financial Software Upgrades

Following a brief discussion regarding grant opportunities, Mr. Wells moved to approve the recommendation of the Capital Improvement Planning Committee for the FY 2024 Capital Budget in the amount of \$.6,742,022. The motion was seconded by Mr. Zullas. The Board voted unanimously by roll call (5-0) to approve the recommendation of the Capital Improvement Planning Committee for the FY 2024 Capital Budget in the amount of \$.6,742,022.

ZULLAS: YES
WELLS: YES
BRADLEY: YES
MUSTO: YES
DOYLE: YES

5. Discussion/Approval – Select Board Finance Committee Report: FY2024 Budget Recommendation

Mr. Zullas, Chair of the Select Board Finance Committee and Mr. Milano, the Town Administrator shared an overview of the FY2024 budget. The Milton will receive \$4.4 million from the Department of Revenue in free cash as well as an increase in state aid. \$750, 000.00 in funds for rising health insurance costs will not be needed. The FY2024 budget provided by the Town Administrator is level funded and balanced. The Town has allocated an \$969,534 for needs based requests.

FY2024 Expenditures

Health Insurance
0% premium increase for Town and employees
Debt Service
Pension
Blue Hills Vocational

Department budgets:
Funds level service requests across all departments
Funds ARPA positions:
School positions
Health Department- Community Health Social Worker
Needs Based Requests across Departments

Use of Free Cash

Capital Budget: \$1.2 million

Transfer to General Stabilization: \$500,000
OPEB Trust: \$100,000
One Time Expenses: \$ 711,000, including Reserve Fund Appropriations
School Building Committee \$275,000
Operating Budget: \$1.6 million

Ms. Bradley, a Member of the Select Board Finance Committee commended all those who participated in the budget negotiations. It was a good team effort and the Town and Milton Public Schools

Ms. Musto noted that she will need to abstain from voting on the Department of Public Works budget and requested that two separate motions be provided.

Chair Doyle provided the total value of the FY2024 budget et: \$131,578,332 an increase of 6.53% increase over the prior year.

Mr. Zullas moved to approve the Town Administrator's 2024 fiscal Year budget as presented expect with respect for the Department of Public Works line items. The motion was seconded by Ms. Bradley. The Board voted unanimously by roll call (5-0) to approve the Town Administrator's 2024 budget with the exception of the Department of Public Works.

ZULLAS: YES
WELLS: YES
BRADLEY: YES
MUSTO: YES
DOYLE: YES

Mr. Zullas moved to approve the Town Administrator's 2024 fiscal Year budget as presented with respect for the Department of Public Works line items. The motion was seconded by Ms. Bradley. The Board voted by roll call (4-0) to approve the Town Administrator's 2024 budget with respect to the Department of Public Works line items.

ZULLAS: YES
WELLS: YES
BRADLEY: YES
MUSTO: ABSTAIN
DOYLE: YES

6. Discussion/Update/Approval - Annual Town Meeting warrant articles
 - a. Warrant Articles submitted by the School Building Committee:
 - i. Authorize the Select Board to acquire land owned by the Town of Milton located off Gile Road and Blue Hills Parkway (Assessor's Map D, Block 6A and 6B, Lot 65)

- ii. Authorize the transfer of various parcels of land and authorize the Select Board to petition the Legislature for approval under Article 97 of the Amendments to the Massachusetts Constitution related to a potential school project off Gile Road
- iii. Appropriation for the School Building Committee

Mr. Wells moved to open the Annual Town Meeting Warrant. The motion was seconded by Ms. Musto. The Board voted unanimously by roll call vote to open the Town Warrant.

ZULLAS: YES
WELLS: YES
BRADLEY: YES
MUSTO: YES
DOYLE: YES

Mr. Sean O'Rourke, Chair of the School Building Committee was invited by Chair Doyle to join the Select Board and provide a brief overview of the proposed school site and amended warrant articles.

Into Article 97

School Street Parcel E17 19	1.33 Acres
Herrick Drive Parcel E 17 35	1.11 Acres
Randolph Ave. Parcel I 38D 10A	6.06 Acres
Canton/Highland Parcel K 2 1A	5.10 Acres
Total In:	15.17 Acres

Out of Article 97

Active Recreation	4.45 Acres
Conservation	2.81 Acres
Total Out:	7.26 Acres

The Select Board Members discussed the merits of the warrant article that would authorize the Select Board to acquire land owned by the Town of Milton located off Gile Road and Blue Hills Parkway. Members shared concerns raised by residents about the term: eminent domain. Ms. Musto expressed her reservations. Members made suggestions on how to address the matter. Attorney Kevin Freytag from the Office of Town Counsel was in attendance and shared his recommendations.

Mr. Zullas reviewed the Deed that the Town of Milton signed with the Lamb Family. He also reviewed the Self-Help Agreement that the Town of Milton signed with the MA Secretary of Environmental Affairs in November 1978 that outlined the terms of the sale of the property.

Following the discussion, Mr. Wells moved to amend the warrant article and remove the following text: *"for general municipal purposes, including without limitation."* The motion was

seconded by Mr. Zullas. The Board voted unanimously by roll call (5-0) to approve the amendment to remove text from the warrant article.

Amended

ARTICLE ____ To see if the Town will vote to authorize the Select Board to acquire for school purposes, by purchase, taking by eminent domain or otherwise, all or a portion of parcels of land owned by the Town of Milton and located off Gile Road and Blue Hills Parkway, which parcels are shown on the Town of Milton Assessor's Maps as Map D, Blocks 6A and 6B, Lot 65; and to see what consideration the Town will vote for the purposes of this Article, whether by appropriation, transfer of land or otherwise; and to act on anything relating thereto.

Submitted by the Select Board

ZULLAS: YES
WELLS: YES
BRADLEY: YES
MUSTO: YES
DOYLE: YES

Mr. Zullas moved to approve the amended Annual Town Meeting warrant article to acquire land owned by the Town of Milton located off Gile Road and Blue Hills Parkway (Assessor's Map D, Block 6A and 6B, Lot 65). The motion was seconded by Mr. Wells. The Board voted by roll call (4-1) to approve the amended Town Meeting warrant article acquire land owned by the Town of Milton located off Gile Road and Blue Hills Parkway (Assessor's Map D, Block 6A and 6B, Lot 65).

ZULLAS: YES
WELLS: YES
BRADLEY: YES
MUSTO: NO
DOYLE: YES

Chair Doyle reviewed the text of the warrant article that would authorize the transfer of various parcels of land and authorize the Select Board to petition the Legislature for approval under Article 97 of the Amendments to the Massachusetts Constitution related to a potential school project off Gile Road. Attorney Kevin Freytag from the Office of Town Counsel requested that the Select Board act to remove the text : "*and approximately five acres of land located at the corner of Highland Street and Canton Ave.*" from this article. After further review of the deeds, the land is currently protected by Article 97 as open space and it would not be appropriate to use to mitigate land from Article 97.

Mr. Wells moved to amend the warrant article and remove the following text from paragraphs 1 and 2 *“for general municipal purposes, including without limitation”* and in paragraph 4 *“and approximately five acres of land located at the corner of Highland Street and Canton Ave..”*

The motion was seconded by Mr. Zullas. Ms. Musto offered a friendly amendment to remove from paragraph 3: *“for general municipal purposes, including without limitation.”*

The friendly amendment was accepted by Mr. Wells and Mr. Zullas.

At Ms. Musto’s request, the Members and Attorney Freytag discussed the benefits of including a reversion clause in the warrant article. Attorney Freytag provided the text of the reversion clause and recommended that it appears as a new paragraph (6) at the end of the article.

Mr. Zullas moved to adopt paragraph 6, to what has been previously moved and seconded: *“provided that, in the event that the Town does not appropriate funding for the aforementioned school purposes on the Blue Hills Parkway Parcel on or before June 30, 2028, the Blue Hills Parkway Parcel shall be transferred back to the care, custody and control of the Milton Conservation Commission, to be subject to the provisions of Article 97, the Randolph Avenue Parcel, the School Street parcel, and the Herrick Drive Parcels shall be transferred back to the Select Board to be used for general municipal purposes, and the Gile Road Parcel shall be transferred back to the Parks and Recreation Department for active recreation purposes, and the Select Board shall be authorized to petition the General Court to enact special legislation to authorize the Town of Milton to use the Randolph Avenue Parcel, the School Street parcel, and the Herrick Drive Parcels for general municipal purposes and without any restrictions imposed on such use by Article 97 and to act on anything relating thereto.”* The motion was seconded by Ms. Bradley. The Board voted by roll call to adopt the reversion clause.

ZULLAS: YES

BRADLEY: YES

MUSTO: ABSTAIN

DOYLE: YES

Amended

ARTICLE ____ *To see if the Town will vote:*

(1) to transfer to the care, custody, management and control of the Select Board, for school purposes, approximately 2.81 acres of land located between Blue Hills Parkway and Gile Road, as shown on a plan, a copy of which is on file at the office of the Director of Planning and Community Development, which are presently under the care, custody and control of the Milton Conservation Commission, and

(2) to transfer to the care, custody, management and control of the Select Board, for school purposes, approximately 4.4 acres of land located between Blue Hills Parkway and Gile Road, as shown on a plan, a copy of which is on file at the office of the Director of Planning and Community Development, which are presently maintained by the Parks and Recreation Department for recreation purposes, and

(3) to authorize the Select Board to petition the General Court to enact special legislation, in accordance with Chapter 274 of the Acts of 2022, otherwise known as the Public Lands Preservation Act, to authorize the Town of Milton to use said land for school purposes, and without any restrictions imposed on such use by Article 97 of the Amendments to the Massachusetts Constitution (“Article 97”), and

(4) to transfer to the care, custody, management and control of the Conservation Commission, and to be subject to the provisions of Article 97, approximately six (6) acres of land located on Randolph Avenue, and approximately three (3) acres of land located on Herrick Drive, and approximately one (1) acre of land located on School Street, and possibly other land to be determined prior to Town Meeting, which are all held by the Town for general municipal purposes, as shown on plans, copies of which are on file at the office of the Director of Planning and Community Development, and

(5) to authorize the Select Board to obtain all necessary Governmental approvals necessary to accomplish the purpose of this article;

(6) and provided that, in the event that the Town does not appropriate funding for the aforementioned school purposes on the Blue Hills Parkway Parcel on or before June 30, 2028, the Blue Hills Parkway Parcel shall be transferred back to the care, custody and control of the Milton Conservation Commission, to be subject to the provisions of Article 97, the Randolph Avenue Parcel, the School Street parcel, and the Herrick Drive Parcels shall be transferred back to the Select Board to be used for general municipal purposes, and the Gile Road Parcel shall be transferred back to the Parks and Recreation Department for active recreation purposes, and the Select Board shall be authorized to petition the General Court to enact special legislation to authorize the Town of Milton to use the Randolph Avenue Parcel, the School Street parcel, and the Herrick Drive Parcels for general municipal purposes and without any restrictions imposed on such use by Article 97 and to act on anything relating thereto.

Submitted by the Select Board

Mr. Zullas moved to approve the amended Annual Town Meeting warrant article to authorize the transfer of various parcels of land and authorize the Select Board to petition the Legislature for approval under Article 97 of the Amendments to the Massachusetts Constitution related to a potential school project off Gile Road. The motion was seconded by The Board voted by roll call to approve the amended Annual Town Meeting warrant article to authorize the transfer of various parcels of land and authorize the Select Board to petition the Legislature for approval under Article 97 of the Amendments to the Massachusetts Constitution related to a potential school project off Gile Road. The motion was seconded by Ms. Bradley. The Board voted by roll call to approve the amended Annual Town Meeting Warrant article.

ZULLAS: YES

BRADLEY: YES

MUSTO: ABSTAIN

DOYLE: YES

Chair Doyle read the Warrant Article relative to the appropriation for the School Building Committee.

Following a discussion, Mr. Zullas moved to approve the warrant article for an appropriation of \$275,000 for the School Building Committee for inclusion in the Annual Town Meeting warrant. The motion was seconded by Ms. Bradley . The Board voted unanimously to approve the appropriation of \$275,000 for the School Building Committee for inclusion in the Annual Town Meeting warrant.

ZULLAS: YES
WELLS: YES
BRADLEY: YES
MUSTO: NO
DOYLE: YES

Mr. Wells moved to close the Annal Town Meeting Warrant. The motion was seconded by Mr. Zullas. The Board voted unanimously to close the Annal Town Meeting Warrant.

ZULLAS: YES
WELLS: YES
BRADLEY: YES
MUSTO: YES
DOYLE: YES

7. Discussion/Approval – Letter of support for the Forbes House grant application for the restoration of the barn and carriage house

Ms. Heidi Vaughn, the Executive Director of the Forbes House Museum joined the Members to request the Board’s support in favor of a grant to restore the barn and carriage house.

Mr. Wells moved to approve the Letter of Support to the MA Historical Commission Preservation Projects Fund for the Forbes House grant application to restore the barn and carriage house. The motion was seconded by Ms. Musto. The Board voted unanimously by roll call (5-0) to approve the letter of support to the MA Historical Commission Preservation Projects Fund for the Forbes House grant application.

ZULLAS: YES
WELLS: YES
BRADLEY: YES
MUSTO: YES
DOYLE: YES

8. Discussion/Approval – Request of the Milton Art Center to rent the space for a political fundraiser on March 26, 2023

Chair Doyle recused himself from the discussion and asked Mr. Zullas to act as Chair on this matter.

Chairman Zullas reviewed the policy that allows Milton Art Center to use the property for political events.

Following a brief discussion with Attorney Freytag, Mr. Wells moved to approve the request of the Milton Art Center to rent the space for a political fundraiser on March 26, 2023. The motion was seconded by Ms. Musto. The Board voted by roll call (4-0) to approve the request of the Milton Art Center.

WELLS: YES

BRADLEY: YES

MUSTO: YES

ZULLAS: YES

9. Town Administrator's Report

No report at this time.

10. Chair's Report

No report at this time.

11. Public Comment Response

Ms. Musto requested that the Board designate custody of Pope's Pond to the Conservation Commission as a warrant article during a future Town Meeting.

Future Meeting Dates:

The Board will meet on Tuesday, March 21, 2023, Tuesday, April 4, 2023, Tuesday, April 11, 2023 (Quarterly Meeting of the Governor Stoughton Trustees), Tuesday, April 18, 2023

12. Adjourn

Mr. Zullas moved to adjourn at 9:34PM. The motion was seconded by Ms. Musto. The Board voted unanimously by roll call (5-0) to adjourn.

ZULLAS: YES

WELLS: YES

BRADLEY: YES

MUSTO: YES

DOYLE: YES

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

Documents

Warrant Article-Acquire Land of Gile Road

Warrant Article-Land Swap

Request from Milton Art Center

Policy for the Milton Art Center regarding political fundraisers

Letter of support to the MA Historical Commission Preservation Projects Fund for the Forbes House Museum

DRAFT

Select Board Meeting Minutes

Meeting Date: 3/21/2023

Members in Attendance: Arthur Doyle, Chair; Michael Zullas, Vice Chair; Richard G. Wells, Jr., Secretary; Erin Bradley, Member; Roxanne Musto, Member; Nicholas Milano, Town Administrator and Lynne DeNapoli, Executive Administrative Assistant to the Select Board (Zoom/Webinar)

Guest: Attorney Kevin Freytag, office of Town Counsel

Meeting Location: Hybrid from the Community Room at the Council on Aging

Time Meeting Called to Order: 7:00PM

Time Meeting Called to Order: 9:36PM

Time Executive Session called to Order: 9:22PM

Time Executive Session adjourned: 9:36PM

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

Chair Doyle called the Select Board meeting to order at 6:30PM. He introduced the Members of the Board and Staff and led the Pledge of Allegiance.

3. Public Comment

Bryan Fors, Chair of the Fire Station Building Committee

Mr. Fors extended his appreciation to the Select Board for their hard work and dedication.

4. Discussion/Approval - Acceptance of a Donation in the amount of \$275,000 to the Milton Fire Department for health and safety equipment

Mr. Brian Fors, Mr. Webster Collins and Chief Christopher Madden, members of the Fire Station Building Committee were invited by Chair Doyle to join the meeting. Mr. Collins presented the Town of Milton and the Milton Fire Department with an anonymous donation of \$275,000 for health and safety equipment.

Mr. Wells moved to accept the donation in the amount of \$275,000 to the Milton Fire Department for health and safety equipment. The motion was seconded by Ms. Musto. The Board voted all in favor.

Chair Doyle expressed his appreciation to Mr. Collins, the anonymous donor and the Fire Station Building Committee for their support and dedication to the Town of Milton.

Chair Doyle noted that the Board Members are going to take agenda item #

14. Discussion/Approval – Contribution of \$12,500 to the Milton Coalition from the Mulcahy Family - Mike's 5K to Crush Substance Abuse out of order.

Mr. Wells moved to accept contribution to the Milton Coalition in the amount of \$12,500 from the Mulcahy Family, sponsors of the Mike's 5K to Crush Substance Abuse. The motion was seconded by Ms. Musto. The Board voted all in favor to accept the contribution.

5. Discussion/Approval- Traffic Commission Recommendations / Amendments to the Traffic Rules and Orders:

- a. Article V - Section 12: Granite Avenue, Adams Street to Basset Street- A request to create three (3) 15-minute parking spots was supported**
- b. Article V - Section 12: Central Avenue Business District – The parking standardization plan presented by the Planning Dept was supported**

Mr. Berkeley, the DPW Director and Chair of the Traffic Commission joined the meeting to provide the Members with an overview of the recommendations made by the Traffic Commission and to request the Board's endorsement.

Article V - Section 12: Granite Avenue, Adams Street to Basset Street to create three (3) 15-minute parking spots;

Mr. Berkeley thanked the East Milton Square Business Leaders, the Chamber of Commerce and the East Milton Square Neighborhood Association for supporting this initiative.

Article V - Section 12: Central Avenue Business District – The parking standardization plan presented by the Planning Dept.

Mr. Berkeley expressed his appreciation to Lt. Mark Alba of the Milton Police Department and Mr. Josh Lee of the Office of Planning and Community Development for taking the lead on this project.

Mr. Wells moved to approve the Traffic Commission recommendation- amendments to the Traffic Rules and Orders:

Article V - Section 12: Granite Avenue, Adams Street to Basset Street to create three (3) 15-minute parking spots and Article V - Section 12: Central Avenue Business District – The parking standardization plan presented by the Planning Dept. The motion was seconded by Ms. Musto. The Board voted all in favor to approve.

- 6. Discussion/Approval - Request for use of Manning Park for a temporary installation of a cultural display**Ms. Serene Hansho of the Milton Muslim Community and her young daughter, Alene joined the meeting to request the Members' support of a cultural display in Manning Park that represents a special time of year for the Muslim community, Ramadan. Ms. Hansko presented the Board with a couple of display options that included crescent moon and stars. The Board Members offered their support in favor of the display. The Town will work with Ms. Hansho on the logistics.

Mr. Wells moved to approve the request for use of Manning Park for a temporary installation of a cultural display, option two-string of lights with crescent moons and stars. The motion was seconded by Ms. Musto. The Board voted all in favor to approve.

a. Policy for Use of Manning Park

The Board Members agreed to draft a policy for use of Manning Park using the policy for the Town Green as a template.

7. Discussion/Approval- Annual Town Meeting Warrant

a. Warrant Articles:

- i. Authorize the Select Board to acquire land owned by the Town of Milton located off Gile Road and Blue Hills Parkway (Assessor's Map D, Block 6A and 6B, Lot 65)**
- ii. Authorize the transfer of various parcels of land and authorize the Select Board to petition the Legislature for approval under Article 97 of the Amendments to the Massachusetts Constitution related to a potential school project off Gile Road**
- iii. Index and Greeting Page**

Attorney Kevin Freytag from the Office of Town Counsel presented the Board with a revised warrant article relative to eminent domain. The revised article identifies the parcels of land that will be used for compensation in exchange for land being removed from Conservation if the Article is approved.

Mr. Wells moved to open the Annual Town Meeting Warrant. The motion was seconded by Ms. Musto. The Board voted all in favor.

Chair Doyle moved to amend the Annual Town Meeting Warrant Article authorizing the Select Board to acquire land owned by the Town of Milton located off Gile Road and Blue Hills Parkway (Assessor's Map D, Block 6A and 6B, Lot 65) to include: six (6) acres of land located on Randolph Avenue, approximately three (3) acres of land located on Herrick Drive, approximately one (1) acre of land located on School Street, approximately five (5) acres of land located at the corner of Highland Street and Canton Avenue, approximately forty-one (41) acres of land located around Popes Pond, and possibly other land to be determined prior to Town Meeting, which are all held by the Town for general municipal purposes, as shown on plans, copies of which are on file at the office of the Director of Planning and Community Development. The motion was seconded by Ms. Bradley.

Mr. Zullas offered a friendly amendment to remove the following text: "*for general municipal purposes.*" Chair Doyle and Ms. Bradley accepted the friendly amendment.

Ms. Musto shared her reservations about adopting the eminent domain article. Ms. Musto will be voting "No."

Mr. Wells also shared his concerns regarding the eminent domain article.

Chair Doyle offered a friendly amendment to include the following text: *“of land located around and inclusive of Pope’s Pond.”* The friendly amendment was accepted by Ms. Bradley.

The Board voted 3-2 in favor of the including the amended article in the Annual Town Meeting Warrant.

(ii) Warrant Article-Land Transfer

No discussion/vote needed.

(iii) Index and Greeting Page

Mr. Wells moved to approve the Greeting and Index Pages for the Annual Town Meeting Warrant. The motion was seconded by Ms. Musto. The Board voted all in favor to approve.

Mr. Wells moved to close the Warrant for the Annual Town Meeting. The motion was seconded by Mr. Wells. The Board voted all in favor to approve.

8. Discussion/Update - Policies on Decorum at Public Meetings in Milton

This matter has been deferred.

9. Discussion/Approval/Update - FY2024 Budget

Mr. Milano, the Town Administrator provided a brief update on the status of the FY2024 budget. The Warrant Committee has raised concerns regarding the \$1 million in supplemental needs spending that is being funded through free cash. Ms. Dexter, the Finance Director is joining the Warrant Committee this evening to assist in their review of the budget. Mr. Milano will keep the Members updated on the Warrant Committee’s progress.

a. Opioid Settlement Funds Appropriation for FY2024

Mr. Milano provided an update on the status of the Opioid Settlement funds. The Board of Health met recently and agreed that the opioid funds should be administered through the Health Department in a separate account. If the Select Board approves, the Town will revise the FY2024 budget for the Health Department to include an appropriation of approximately \$76,000.

Milton has already received \$155,000 for FY2023 in settlement funds. The money will close to free cash at the end of the year and be available at that time in accordance with the opioid settlement expenses/guidelines. The \$155,000 appropriation will require approval by Town Meeting. \$76,000 is the anticipated amount for FY2024.

Ms. Musto, a member of the Board of Health is looking forward to working with her colleagues on how best to disperse the funds according to the settlement guidelines. The Board of Health will be reaching out to the Milton Police Department and Milton Fire Department for their input.

Ms. Musto moved to approve the Opioid Settlement Funds appropriation for FY2024. The motion was seconded by Mr. Zullas. The Board voted all in favor.

10. Discussion/Approval/Update - FY2024 Capital Budget

The Select Board will address the FY2024 Capital Budget if the Warrant Committee has questions or concerns.

11. Discussion/Update - MBTA Communities and Advisory by the Attorney General regarding MBTA Communities zoning requirements

The Board asked Attorney Kevin Freytag to draft an opinion from the office of Town Counsel on the MBTA Communities zoning requirements and what the Town's approach should be. Attorney Freytag will follow-up with the Board.

Chair Doyle requested that the Members address item #23:

(23)

Discussion/Approval - Letter regarding condition of the stairs located at the MBTA station located at Adams Street, Milton, MA

Chair Doyle requested that the Board defer sending any new correspondence to Governor Healey. Senator Walter Timility has begun a dialogue with representatives from the Executive office on this matter. The Senator will keep the Chairman apprised of any progress.

12. Discussion/Update- Select Board Committee-Review Process of Volunteer Appointments to Boards and Committees Report

Ms. Musto provided her colleagues with a progress report. The Co-Chairs held a meeting this afternoon and it was very productive. Ms. Musto and Ms. Bradley are collaborating with Ms. Galvin, Ms. Neville, Mr. Hiss and Mr. Milano on the Handbook for Appointed Committees as well as the Guide for Appointed Volunteers. Volunteer Application and Committee List.

13. Committee Appointments:

a. Climate Action Planning Committee

Mr. Wells moved to appoint Dr. Alex Hasha to the Climate Action Planning Committee as a representative from Sustainable Milton for a term to expire on June 30, 2024. The motion was seconded by Ms. Musto.

After a brief discussion, Mr. Wells moved to amend his original motion to include the following individuals as residents with expertise to the Climate Action Planning Committee: John Godleski and Tracy Dyke Redmond. The amendment was seconded by Ms. Bradley. The Board voted all in favor of the appointments.

b. Youth Task Force

Following a discussion, Mr. Wells moved to appoint the following individuals to the Youth Task Force for a term to expire on June 30, 2024: Jaime Levash, Zaidee Rose, John Varghese, Rachel Pozzar and Griffin Angus. The motion was seconded by Ms. Bradley. The Board voted all in favor of the appointments.

c. Tree Warden-Re-appointment

i. Branch Lane

Mr. Wells moved to appoint Branch Lane as Tree Warden for a three-year term. The motion was seconded by Ms. Musto. The Board voted all in favor of the appointment.

14. Discussion/Approval – Contribution of \$12,500 to the Milton Coalition from the Mulcahy Family - Mike's 5K to Crush Substance Abuse out of order.

Contribution approved earlier in the evening by the Select Board.

15. Discussion/Approval- Wollaston Golf Club Change of Directors

Mr. Zullas moved to approve the Change of Directors at the Wollaston Golf Club. The motion was seconded by Mr. Wells. The Board voted all in favor to approve.

16. Discussion/Approval-Meeting Minutes-February 21, 2023

Mr. Zullas moved to approve the meeting minutes of February 21, 2023. The motion was seconded by Ms. Musto. The Board voted all in favor. Mr. Wells abstained from the vote.

17. Town Administrator's Report

Mr. Milano noted that he meets on a monthly basis with Chief King, Chief Madden and representatives of Coastal Ambulance Service. Response time and service have improved since Coastal came on board and took over for Informative. Another ambulance has been added which has been a great benefit. The service contract with Coastal expires in June 2023. Working to extend contract and lock in a commitment for a second ambulance which is not part of our current agreement.

Mr. Milano has joined the Public Service Committee as part of the MA Municipal Managers. The Town of Milton kicked off the Climate Action Planning today. Looking forward to welcoming new appointees.

Town received dredging report from Tighe and Bond. Town will continue to seek grant opportunities for dredging and will reach out to neighboring communities for assistance.

18. Chair's Report

No report at this time.

19. Public Comment Response

No public comment response

20. Future Meeting Dates:

The Select Board will meet on Tuesday, April 4, 2023, Tuesday, April 11, 2023 (Quarterly Meeting of the Governor Stoughton Trustees), Tuesday, April 18, 2023, and Wednesday, April 26, 2023.

21. Executive Session - Pursuant to M.G.L. c. 30A, § 21(a)(3) - To discuss strategy with respect to litigation against the Massachusetts Bay Transit Authority regarding the condition of the stairs located at the MBTA station located at Adams Street, Milton, MA

At: 9:13PM, Chair Doyle moved to enter into Executive Session to discuss litigation strategy against the Massachusetts Bay Transit Authority (MBTA) related to the condition of the stairs at the MBTA station located at Adams Street, Milton, MA based on my belief that discussion of this matter in open session may have a detrimental effect on the litigating position of the Select Board. The Select Board will not return to Open Session. The motion was seconded by Mr. Zullas. The Board voted by roll call to enter Executive Session.

ZULLAS: YES

WELLS: YES

BRADLEY: YES

MUSTO: YES

DOYLE: YES

22. Executive Session - Pursuant to M.G.L. c. 30A, § 21(a)(6) -To consider the purchase, exchange, lease or value of real property of the Kidder Branch Library located at 101 Blue Hills Parkway

Chair Doyle moved to enter into Executive Session to consider the purchase, exchange, lease or value of real property located at 101 Blue Hills Parkway (Kidder Branch Library) based on my 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 Ms. Musto. The Board voted by roll call to enter Executive Session.

ZULLAS: YES
WELLS: YES
BRADLEY: YES
MUSTO: YES
DOYLE: YES

23. Discussion/Approval - Letter regarding condition of the stairs located at the MBTA station located at Adams Street, Milton, MA

The Select Board addressed this matter earlier in the evening.

24. Discussion/Approval - Purchase and Sales Agreement with Discovery Schoolhouse, Inc. For the purchase of the Kidder Branch Library located at 101 Blue Hills Parkway.

This item has been deferred.

25. Adjourn

At 9:36PM, Mr. Wells moved to adjourn. Ms. Musto seconded the motion. The Board voted unanimously by roll call (5-0) to adjourn.

ZULLAS: YES
WELLS: YES
BRADLEY: YES
MUSTO: YES
DOYLE: YES

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

Documents

Memo from the Milton Coalition-Donation from

Recommendations of the Traffic Commission

Annual Town Meeting Warrant- Select Board Greeting Page

Annual Town Meeting Warrant -Index

Correspondence from DHCD- MBTA Compliance Letter

E-Mail correspondence from Ms. Serene Hansho, of the Milton Muslim Community -Cultural displays

Climate Action Planning Committee Charge

Climate Action Planning Committee Applicants:

Tracy Dyke-Redmond, John Godleski, Alex Hasha, Ron Israel, Fred Taylor, Lisa Troy

Youth Task Force Charge

Youth Task Force Applicants:

Griffin Angus, Lisa Courtney, Allison Gagnon, Jaime Levash, Christina Lilliehook, Neal Pilavin, Steven Popkin, Rachel Pozzar, Zaidee Rose, John Varghese

DRAFT