



GIFT POLICY

Any Town Officer or Department Head may receive a monetary gift pending acceptance by the Select Board. Such funds may be spent for the purpose of the gift without a Town Meeting appropriation upon the approval of the Select Board. Prior to spending a monetary gift, the Select Board must vote to accept each gift AND authorize expenditures from the gift account by the specified department. Departments are then free to spend from the gift account right away without additional Board approval.

Any monetary gifts of cash shall ONLY be received by the Town Treasurer/Assistant Town Treasurer.

Donations of tangible items (i.e., a flag, a monument, a plaque, etc.) shall be accepted by the Select Board.

Gifts of land require Town Meeting approval, per M.G.L. c. 40, Sec. 3. There are exceptions, however, for specific real estate interests. For example, gifts of land to the Conservation Commission may be accepted by the Conservation Commission with the approval of the Select Board, with no Town Meeting approval necessary. Donations of easements for road drainage purposes may be accepted by the Select Board independently.

When a gift is accepted, such acceptance should be accompanied by a letter of thanks to the donor.



