



Policy on Town Policies

Policy Development Process, Requirements, Format, Approval Procedure, Reviews, Amendments, Publication, Deactivation

Department: Town Manager

Title of Approving Official: Town Manager

Date Effective: 10/20/2025

Date of Next Review: 10/20/2028

PURPOSE

The purpose of this Policy is to establish a uniform process for the development, format, approval, publication, management and review of policies (“Town Policies”) that are applicable to all Town Officials. Town Policies shall be established to ensure consistent practices and procedures that conform to applicable laws and facilitate the shared objectives of Town Officials, specifically to establish efficient, ethical and effective governing operations.

APPLICABILITY

Town Officials, including employees of the Town, public officers (whether elected or appointed) and Town volunteers.

POLICY STATEMENT

All Town Policies shall be established, approved, and maintained in accordance with this Policy.

AUTHORITY

This Policy shall become effective upon approval by the Selectboard of the Town of Milton.

DEFINITIONS

Town Policy: A high-level overall plan outlining the general goals and acceptable procedures. A Town Policy, also known as an Administrative Policy, is the Town’s approved way of doing something.

Procedure: A series of steps followed in a regular definite order.

Town Official means employees of the Town, public officers (whether elected or appointed) and town volunteers.

Approving Official shall be the Town Manager or the Town Official with the highest level of functional oversight of the subject matter addressed in a policy. These may include elected officials not directly governed by the Town Manager, such as the Town Clerk or Town Treasurer.

Editorial Changes or **Editorial Amendments** are edits that do not materially affect the intent of the document.

Material Changes or **Material Amendments** are edits that *do* materially affect the intent of the document.

DEVELOPMENT PROCESS

The Town Manager, any director or any department head of the Town of Milton (or their designee) with functional authority and responsibility over their subject matter (the policy “Owner”) may, when appropriate, develop a Town Policy affecting some or all Town Officials.

The Owner shall:

1. Determine whether a similar document exists, in order to avoid duplication. This may include references to the topic in the Administrative Code, the Town Charter or Town Ordinances;
2. Research similar model policies from trusted sources, such as the Vermont League of Cities and Towns, to be used for guidance in language and format;
3. Develop a draft of the proposed policy, consulting legal counsel as necessary. The draft shall adhere to all policy requirements as follows.

POLICY REQUIREMENTS

Every Town Policy shall:

- Adhere to a standard, uniform format with a unique identifying number, as defined under “Policy Format”;
- Have a designated Owner and Approving Official, as further defined under “Development Process” and “Approval Procedure”;
- Comply with applicable laws, regulations and accreditation requirements and the bylaws of each Town Official;
- Be consistent with other Town Policies, the Town Charter, Town Ordinances and the Administrative Code;

- Be written to ensure all Town Officials can understand the policy’s purpose and requirements by using clear, simple, and gender-neutral language, avoiding the use of jargon, defining potentially confusing terms and structuring content for readability;
- Promote fairness, accessibility, and broad participation by ensuring that the perspectives, needs, and experiences of all Town Officials are considered;
- Comply with any collective-bargaining agreements and with the statutory duty to bargain, if applicable;
- Not impact directly or indirectly the terms or conditions of employment of any Town Official’s non-management employees;
- Be stored in policy repositories that are accessible to every Town Official, including the Town Clerk’s office and a readily accessible online site that the Town maintains.

POLICY FORMAT

An official Microsoft Word Template for Town Policies will be made available in a shared folder that is accessible to all Town Officials.

The following information should be included on all Town Policies:

- **Town Seal** (black and white version)
- **Unique Policy Number following the standard numbering format: XX###.NNN**
The Town Manager’s office shall keep a Policy Index with assigned policy numbers. Policy Owners shall request a policy number from the Town Manager’s Office when developing a new Policy. The following is the numbering methodology:
 - a. **XX###:** Two letter code followed by the three (3) digit number associated with accounts for the Policy Owner’s department, as follows. (For example, accounts in the Town Manager’s budget begin with “10-10-410”, so the Town Manager’s three-digit code is 410)
 - i. **TM410:** Town Manager
 - ii. **AS414:** Assessors
 - iii. **AD416:** Administration / Human Resources
 - iv. **BG432:** Buildings and Grounds (Facilities)
 - v. **IT417:** Information Technology
 - vi. **PW429:** Public Works
 - vii. **HW430:** Highway
 - viii. **WW000:** Water / Wastewater
 - ix. **FI413:** Finance
 - x. **CL412:** Clerk
 - xi. **RC452:** Recreation
 - xii. **PZ461:** Planning & Zoning

- xiii. **PD420:** Police Department
- xiv. **FD421:** Fire Department
- xv. **RD422:** Rescue Department
- xvi. **AC423:** Animal Control
- xvii. **PS424:** Public Safety
- xviii. **LI451:** Library

- b. **NNN:** Three (3) digit number that coincides with the numerical order release of the policy. (For example, the oldest policy on record is 001). Refer to the Policy Index in the Town Manager's office.

- **Name of Policy**
- **Subtitle of Policy** (include key words and phrases indicating content of policy)
- **Title of Policy Owner**
- **Title of Approving Official**
- **Date Effective**
- **Date of Next Review**
- **Date Adopted by the Selectboard**
- **Signatures of Approving Selectboard Members** (must have a minimum of three) – In some cases, this may not apply to policies presented by departments not governed by the Selectboard (for example Town Clerk, Town Treasurer or Library)

APPROVAL PROCEDURE

1. After initial content development, the Owner shall present the policy for review and feedback by relevant leadership stakeholder groups, which may include department heads, directors, or chairpersons, depending on the nature of the policy.
2. The Owner shall present the policy to the Approving Official for endorsement, prior to requesting adoption/approval by the Selectboard.

The Approving Official shall be the Town Manager or the Town Official with the highest level of functional oversight of the subject matter addressed. These may include elected officials not directly governed by the Town Manager, such as the Town Clerk or Town Treasurer. However, that person may delegate approval authority to any department head or Town Official who is in their line of authority and has appropriate subject matter expertise. In some instances, a policy Owner may also be the Approving Official.

Delegation of approval authority shall be made on a policy-by-policy basis, in writing

(including email) by the Approving Official, designating the subject matters on which that delegation has been made.

3. In reviewing a proposed Town Policy, the Approving Official shall ensure it is consistent with the Policy Requirements expressed above.
4. Once endorsed by the Approving Official, the policy shall be presented to the Selectboard for approval/adoption.
 - a. If accompanying amendments are required to the Administrative Code, these shall be presented to the Selectboard at the same time.
 - b. Town Policies affecting the Library will also be brought before the Library Board of Trustees for approval, to the extent required by applicable laws or regulations.
5. Once approved/adopted by the Selectboard, the Town Policy shall be published as outlined in the “Publication Procedure” below.

Related Administrative Code amendments shall also be published, as outlined in the Procedures for Adopting Ordinances, Amendments to Ordinances, or the Administrative Code.

REVIEW / AMENDMENT PROCESS

Editorial Changes

Changes that do not materially affect the intent of the document (**editorial changes**) do not require approval/adoption by the Selectboard and can be made at any time by the Policy Owner.

Regular Reviews and Updates

Each Town Policy will be reviewed at least every five (5) years or more frequently, as determined by the Owner or as required by applicable regulations.

1. The Town Manager’s Office shall track the review schedule in a Policy Index and shall generate an annual report noting all Town Policies due for review. This report will be sent to the Policy Owner noted on each Town Policy.
2. If needed, amendments shall be made ensuring that the policy continues to adhere to the “Policy Requirements” expressed above.
 - a. **Material Amendments** to the Town Policy shall be presented for review and approval as detailed under “Approval Procedure”. The specific changes to the document shall be indicated in a memo accompanying the presentation to the Approving Official and the Selectboard.

- b. **If no amendments are required, or if amendments are only editorial in nature**, the policy will be presented to the Selectboard for readoption, with a memo indicating that there are no material changes from the previously adopted version.

PUBLICATION PROCEDURE

1. Once the policy has been approved, the Town Manager's Office will update and publish the Town Policy in the relevant repositories, as outlined under "Policy Requirements".
2. The Policy Owner shall send the editable (Word document) version to the Town Manager's office to be kept on file with other active policies.
3. The Town Manager's Office shall update the Policy Index.
4. The Town Manager's Office shall provide notification via email to the affected Town Officials. This notification shall include directions on where to locate the policy.

POLICY DEACTIVATION PROCEDURE

For a Town Policy that is no longer applicable or necessary, deactivation must occur.

1. The Policy Owner shall present the deactivation request to the Approving Official, along with a memo explaining the reason for the deactivation.
2. Upon endorsement by the Approving Official or designee, the Owner shall then present the deactivation request and memo to the Selectboard for approval.
 - a. If accompanying amendments are required to the Administrative Code, these shall be presented to the Selectboard at the same time.
 - b. Policy deactivations affecting the Library will also be brought before the Library Board of Trustees for approval, to the extent required by applicable laws or regulations.
3. Upon Selectboard approval, the Town Manager's Office shall update the Policy Index and remove the Town Policy from the relevant repositories, as outlined under "Policy Requirements".
4. The Town Manager's Office shall provide notification via email to the affected Town Officials.



town of
miltonvt
SELECTBOARD

Dated at Milton, Vermont this 20th day of October, 2025.

Michael Morgan

Darren Adams, Chair

Michael Morgan, Vice Chair

Brenda Steady

Brenda Steady, Clerk

Diane Barrows

Diane Barrows, Member

Leland Morgan

Leland Morgan, Member

Filed with the Milton Town Clerk's Office on 10/21/25. Attest: Kristi Bees