

PURPOSE:

To comply with Bylaw Article 5.6, a Town-wide policy governing the acceptance of gifts adopted by the 2009 Annual Town Meeting (hereinafter "the Bylaw"). This policy expands upon the Bylaw regarding the Board of Selectmen's consideration and acceptance of gifts.

POLICY:

The Board of Selectmen's policy on acceptance of gifts under its jurisdiction is:

- (1) to follow the general policy of the Town as set forth in the Bylaw; and
- (2) in each particular case, to implement the town-wide policy in a transparent manner, understanding that acceptance of a gift may affect future generations of Town residents.

It is thus the policy of the Board of Selectmen to reserve the acceptance of gifts under its jurisdiction for circumstances that will best serve the interests of the Town.

APPLICABILITY

The Board of Selectmen has the authority to accept gifts of money and tangible property on behalf of the Town of Wellesley. All gifts of real property, whether restricted or unrestricted, require the acceptance of Town Meeting upon the recommendation of the Board of Selectmen. Such gifts shall be reviewed according to criteria regarding appropriateness contained both within the Bylaw and stated below, and if the Board considers that a gift is appropriate, the Board shall place the matter on a Warrant for Town Meeting consideration.

GIFT ACCEPTANCE PROCEDURE:

1. Any proposal for acceptance of a gift under the Board's jurisdiction shall be forwarded to the Executive Director, who shall review it and prepare the matter for review by the Board.
2. Before undertaking to consider any acceptance of gift, the Bylaw itself shall be reviewed.
3. *For gifts valued at \$500 or less, the Executive Director's Office shall determine whether the gift is appropriate to the mission and needs of the Town. If the Executive Director's Office determines that the gift is appropriate, the Executive Director's Office may accept and administer the gift on behalf of the Board.*
4. In deciding the appropriateness of a gift, the Executive Director's Office and/or the Board shall consider the following:
 - a. whether the gift is restricted or unrestricted;
 - b. whether the gift is irrevocable;
 - c. any future financial impact to the Town potentially resulting from the gift, including ongoing operations, maintenance or capital costs; and
 - d. whether the terms of the gift permit the Town to apply the gift to a related purpose should the original intent become impracticable.

These categories are more fully described in the Bylaw.

**Administrative
Policy and
Procedure**

**Board of Selectmen
GIFT POLICY
Approved April 12, 2017**

Additional Factors to be Considered:

1. Whether any conditions beyond those proposed by any donor would be in the Town's interest;
2. The extent to which accepting a proffered gift could establish, or contradict, existing Town policy; and
3. Whether Massachusetts law, or Town Bylaw or policy might apply, including the requirements of Town Bylaw Article 5.5 and the Board of Selectmen's policy on Naming Rights.

FORMAL PROCEDURES

1. To ensure that the Board is fully aware of the public's interest in a proposal, a public hearing may be held.
2. Unless the Board votes otherwise, the Board's decision will be made by majority vote.
3. The Bylaw's Accounting and Reporting requirement shall be faithfully complied with.

DEFINITION

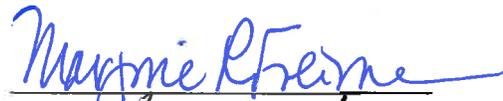
None.

REGULATORY / STATUTORY REFERENCES:

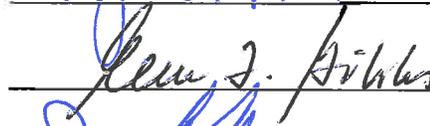
This policy is subject to the requirements set forth in Town of Wellesley, Article 5.6, Acceptance of Gifts.

APPROVED BY:

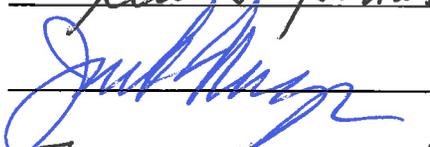
Board of Selectmen, Chair: Marjorie R. Freiman



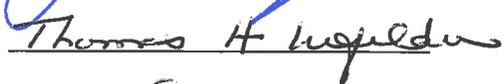
Board of Selectmen: Ellen F. Gibbs



Board of Selectmen: Jack Morgan



Board of Selectmen: Thomas H. Ulfelder



Board of Selectmen: Beth Sullivan Woods



Original date:August 6, 2009

Revised dates:April 12, 2017