

STATE ETHICS COMMISSION BULLETIN

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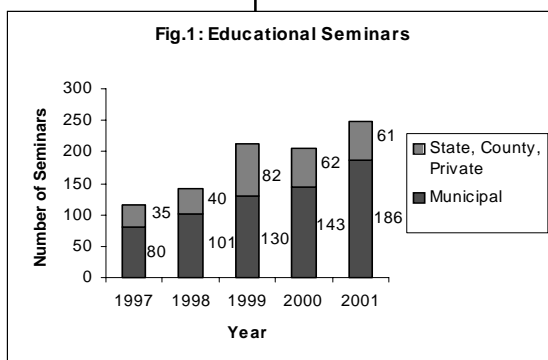
For the Record

Each year, the Commission's fiscal year annual report provides an opportunity for the Commission to set forth its record for the year. This year's report also takes a somewhat broader view by looking at aspects of its record over the past five fiscal years. The report identifies trends, some recent and some longer term, and seeks to answer common questions about the Commission's record:

- What has the Commission done to educate and advise public officials about the conflict law?
- Are state and county officials complying with the financial disclosure law?
- Has the Commission's budget changed over the years?
- Does the Commission have the staff that it needs to carry out its mandate?
- What is the status of the Commission's

compliance and enforcement goals?

Perhaps the most dramatic increase in Commission activity has been in the number of seminars conducted over the past five years, which have increased from 115 in FY 97 to 247 in FY 01 (Fig. 1), an increase of more than 100 percent.



Just as important, the number of seminar participants has increased by more than 95 percent. These increases result in large part from legisla-

tive funding for a Public Education Specialist to focus on municipal education, which has grown from 80 seminars five years ago to 186 for FY 01.

In contrast, the number of officials seeking advice has remained fairly constant. On average each year, the staff

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Judge Elizabeth J. Dolan Joins the Ethics Commission

Judge Elizabeth J. Dolan of Harwich has been appointed to the State Ethics Commission by Acting Governor Jane M. Swift. Judge Dolan is a retired Superior Court Judge who now works as a part-time training consultant for the Middlesex District Attorney's office.

Judge Dolan replaces Arlington resident Lynn E. Larkin, formerly general counsel of The Boston Company, who served as a Commissioner from 1995-2000. The Commission and its staff thank Ms. Larkin for her devoted service.

Judge Dolan is one of five Ethics Commissioners who serve staggered five-year, non-renewable terms. Three Commissioners are appointed by the governor, including the chairman, one is appointed by the attorney general and one is appointed by the secretary of state. Only three of the five members, and only two of the governor's appointees may be of the same political party.

Ethics Primer: Self-Dealing

Periodically, the Bulletin will discuss a particular area of the conflict of interest law. In this issue, the focus is on §19, the so-called nepotism section of the conflict law. The information provided is educational in nature and should not be considered legal advice. Persons with questions about a specific situation should contact the Ethics Commission for free confidential advice.

The conflict of interest law, G. L. c. 268A, is intended to prevent, among other things, self-dealing. Section 19 of the conflict law generally prohibits a municipal employee (paid or unpaid, appointed or elected, full-time or part-time) from participating in any particular matter in which the municipal em-

ployee, an immediate family member or partner, or a business organization in which he or she has certain affiliations, has a financial interest.

Immediate Family

A municipal employee generally may not act on matters affecting the financial interest of the municipal employee him or herself, his or her spouse and/or the parents, siblings and children of both the municipal employee and the spouse. In-laws who marry into the "immediate family" are not considered to be members of the immediate fam-

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From the Executive Director

"The Role of Education in Enforcing the Conflict Law"

The Commission's role in enforcing the law is often the most controversial of the Commission's responsibilities. While some people have criticized the Commission for being too tough, others believe that the Commission is not tough enough. And while some allege that the Commission ignores municipal corruption, others criticize the Commission for failing to pursue high-ranking state employees. It may be human nature or the role of the media, but a violation by one public official draws substantially more attention than the daily compliance with the law by thousands of individuals.

What draws little or no attention is the lack of education in enforcing the law. The Commission's Public Education Division provides educational seminars, published materials and online information. The Legal Division educates public officials seeking advice about the conflict of interest law and, in conjunction with the SFI Division, the financial disclosure law. Just as important, the Enforcement Division sends hundreds of confidential educational letters to public officials who are alleged to have broken the law. These letters make the recipients aware of the law and how it applies to them.

The Commission believes such educational letters help to better enforce the law by increasing awareness of the conflict of interest law. It also allows public officials who may unknowingly violate the law, the opportunity to avoid violations in the future.

Peter Surges

From Complaint to Resolution

The Enforcement Division reviews each complaint received. If the complaint falls within the Commission's jurisdiction, an initial "screening" is done to determine if the facts warrant a formal investigation. The screening is an informal fact gathering stage. Many enforcement cases end confidentially at the conclusion of the screening with a private educational letter sent to the subject of the investigation. In these cases, no formal charge of a violation is brought and the matter remains confidential.

After the screening, if the staff determines a case should be formally investigated, authorization is sought from the Commissioners to conduct a Preliminary Inquiry.

After a preliminary inquiry is conducted, the Commissioners vote on whether "reasonable cause" exists to believe that the law has been violated.

If the Commissioners find "reasonable cause," the subject of the complaint is entitled to a public hearing before the Commission to present evidence and testimony on his own behalf. At the conclusion of a public hearing the Commissioners issue a Decision and Order stating whether there was a violation of the conflict law and what penalty, if any, will be assessed. A person has the right to appeal the Commission's decision directly to Superior Court. In the alternative, the person may settle the case by admitting publicly in a disposition agreement that he or she violated the law and agreeing to pay a civil penalty for each violation.

If the Commission finds "no reasonable cause" to believe the law has been violated, the case is closed and records and proceedings of the investigation remain confidential.

**VISIT OUR WEBSITE AT
WWW.STATE.MA.US/ETHICS**

Electronic Filing

Beginning in 2002, state and county employees and officials who are required to file statements of financial interests will be able to do so online. Commission staff is currently beta testing online filing software that will be rolled out in early 2002 for use by all those required to file annual statements of financial interests for calendar year 2001.

The amount of time required to file online will depend on how much a filer

has to report. In subsequent years, however, filers will be able to view their statement from the previous year, make the appropriate changes and submit it, significantly reducing the amount of time spent completing their statements. Online filing will also greatly reduce paper files maintained by the Commission.

Special thanks are extended to more than 90 agency representatives who helped to beta test the new application.

Staff Changes

Two valued staff members retired from the Commission this year. Staff counsel Carol B. O'Hare retired in August after spending more than eight years as staff counsel in the Commission's Legal Division. Administrative assistant Patricia McGilvray worked in several divisions of the Commission. She ended her 16 year career with the Commission in the Public Education Division. Both

Carol and Pat will be greatly missed.

Lauren Duca, formerly of Donoghue, Barrett & Singal, PC has joined the Commission's Legal Division as staff counsel.

Nancy Collins, formerly a receptionist at the Commission, has moved to the Public Education Division. Replacing her, Carolyn Teehan has joined the staff as a receptionist.

**Commission Members
Fall, 2001**

- Augustus F. Wagner, Jr., Chairman
- Stephen E. Moore
- R. Michael Cassidy
- Christine M. Roach
- Elizabeth J. Dolan

Carol Carson
Editor

Ethics Primer: Acting and Abstaining

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ily. For example, a town clerk's sister-in-law, who married the town clerk's brother, is not a member of the clerk's immediate family while the clerk's sister-in-law, who is his spouse's sister, is a member of the immediate family. Similarly, nieces, nephews, cousins and grandchildren are not members of the employee's immediate family. (They are, however, kin and acting on matters involving kin may give rise to the appearance of a conflict of interest. Section 23 of G.L. c. 268A addresses this.)

In determining if a public employee may act in matters involving a family member's employee, it is the family member's financial interest that must be considered. For example, a particular matter before a board of health might affect the financial interest of the business organization that employs a board of health member's mother. That financial interest alone won't disqualify the member from acting, however, unless the particular matter also affects the mother's financial interests.

Business Organization

A municipal employee who is an officer, partner, director, trustee, or employee of an organization or who is negotiating for prospective employment with an organization, in general, may not participate in matters affecting the financial interest of that organization. It does not matter if the business organization is a private, for-profit business or a non-profit organization. The business organization also may be county government or a municipality other than one's own. For instance, a municipal employee may not participate in a decision that affects another municipality's financial interest if he is an "officer" or "employee" of the other municipality.

Participating and voting

Participation includes not only voting on a matter but also formal and informal lobbying of colleagues, reviewing, discussing, giving advice and/or making recommendations on par-

ticular matters. Therefore, a municipal employee will be deemed to have participated in the particular matter if he discusses the matter but abstains from the vote of his or her board. Often, discussing, providing advice or making recommendations about a particular matter may have more of an effect than the employee's single vote. It does not follow, however, that if a municipal employee votes without participating in any discussion or otherwise acting regarding the matter in question, that vote will not amount to participation. Regardless of whether the vote tally is unanimous or split, voting constitutes participation. Finally, many actions, such as signing payroll warrants, which may seem to be routine or ministerial, in fact, constitute participation in the particular matter. Signing payroll warrants, for example, is making a decision to approve the payroll. Such a decision is a particular matter.

The decision to delegate a matter to a co-worker or to a subordinate also constitutes participation in the particular matter.

Exemptions

The law includes three exemptions from the general prohibition. Often, exemptions of the conflict law require the municipal employee to make written disclosures to the municipal clerk and/or to the municipal employee's appointing authority. A municipal employee's appointing authority is not necessarily his or her immediate supervisor; the appointing authority is the official or board responsible for the municipal employee's appointment to his or her position. Making an oral disclosure or making a written disclosure to an immediate supervisor who is not an appointing authority, a co-worker or a subordinate who is also involved in a matter may not be deemed sufficient disclosure.

A municipal employee can always comply with §19 by simply not participating in the relevant particular matter. The law does not require a municipal official to disclose the reasons

why he or she has decided not to participate.

1. The exemption most often available for appointed municipal employees is §19(b)(1). A municipal employee who first advises his or her appointing authority of the nature and circumstances of the particular matter, makes full disclosure of the financial interest, and then receives in advance a written determination made by the appointing authority may act in matters in which he or she would otherwise be prohibited from participating. This exemption is **not** available to elected municipal employees because they do not have an appointing authority.

The determination made by the appointing authority is that "the interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect" from the employee. Whether the municipal official receives the written determination rests solely with the appointing authority. The Ethics Commission has no role in making the determination.

2. Section 19(b)(2) allows an elected municipal official to make "demand bank deposits of municipal funds" if he or she first files with the municipal clerk a statement making full disclosure of the financial interest. Thus, the elected town treasurer may use this exemption if she intends to make a demand bank deposit of municipal funds in a bank in which she serves, for example, as an officer, director, trustee or employee.

3. Finally, section 19(b)(3) allows any municipal employee to participate in a particular matter involving "a determination of general policy" and in which "the interest of the municipal employee or members of his immediate family is shared with a substantial segment of the population of the municipality." Generally, this exemption applies to particular matters such as real estate tax rates or municipal utility rates.

Next Edition: What are financial interests? and How does the rule of necessity work?

Recent Enforcement Matters

The Ethics Commission investigates numerous cases alleging violations of the conflict of interest and financial disclosure laws each year. While the Commission resolves most matters confidentially, it resolves certain cases publicly. Disposition agreements and decisions and orders are matters of public record once a case is concluded.

A disposition agreement is a voluntary written agreement entered into between the subject of a case and the Commission in which the subject admits violating the law and generally agrees to pay a civil penalty.

A decision and order concludes an adjudicatory proceeding or civil trial. The decision is a finding by the Commission that the law was violated and the order determines the civil penalty the subject must pay. The Commission's decision may be appealed in Superior Court.

The Ethics Commission does not comment on any matter under investigation, nor does the office confirm or deny that it has received a specific complaint. The identity of any complainant is kept confidential.

Disposition Agreements

In the Matter of Michael A. Caliri

The Commission fined Randolph School Department director of maintenance and custodial services Michael A. Caliri \$5,500. Caliri admitted that he violated G.L. c. 268A, §§23(b)(2) and 23(b)(3) by seeking and receiving services from subordinates and a School Department vendor in connection with the construction of his new house and §19 by supervising his brother. Caliri was fined \$4,000 as a civil penalty and paid a \$1,500 civil forfeiture for benefits he received in connection with his house construction.

In the Matter of Frank Costa

Dighton Selectman and Board of Health member Frank Costa paid a \$1,000 civil penalty for violating G.L. c. 268A, §23(b)(2) by using his position to obtain police intervention in a private family dispute involving water service to his daughter's home and by invoking the authority of the selectmen/board of health in the private dispute.

In the Matter of Peter Curtin - The Commission fined Tyringham selectman/Board of Health (BOH) member Peter Curtin \$2,500 for violations of G.L. c. 268A, §§19 and 23(b)(3) and selectman/BOH member Edward Fennelly \$1,500 for violation of G.L. c. 268A, §23(b)(3). Curtin was fined \$1,000 for acting in a retaliatory manner against a local restaurant owner by requesting local and state inspections of his restaurant. The restaurant owner had complained to Department of Environmental Protection (DEP) about environmental damage for which Curtin was found responsible and ordered to restore. Fennelly was fined \$1,500 for joining Curtin in requesting local and state inspections of the restaurant and, in addition, threatening to shut down the restaurant. Curtin also admitted that he violated G.L. c. 268A, §19 by advocating for and authorizing town payments for the wetlands cleanup and was fined an additional \$1,500.

In the Matter of Victoria Deibel - The Commission fined Rockland Board of Health member Victoria Deibel \$1,000 for violating G.L. c. 268A, §23(b)(3) by voting to terminate two Board of Health employees who previously had been involved in negative inspections of her family's restaurant.

In the Matter of Carole Foley Dedham Council on Aging outreach worker Carole Foley was fined \$2,000 for violating section §23(b)(2) of G.L. c. 268A

by introducing her daughter-in-law to Foley's nursing home client and by failing to involve outside professionals who would protect the client's interests. After the introduction, the client agreed to sell her home to Foley's son and daughter-in-law for less than 10 percent of its value plus certain outstanding bills.

In the Matter of Mable E. Gaskins

The Commission fined former Lawrence School Department superintendent Mable E. Gaskins \$2,000 for violating G.L. c. 268A, §19 by hiring and approving payments to her sister and §23(b)(3) by signing a contract with and approving payments to the person with whom Gaskins shared an apartment.

In the Matter of Patti Giuliano

Board of Chiropractors member Patti Giuliano admitted violating §4 of G.L. c. 268A by discussing a complaint involving her husband, a practicing chiropractor, with an investigator and with fellow Board members. She paid a civil penalty of \$1,000.

In the Matter of Thomas D. Hackenson

Mendon Building Inspector Thomas D. Hackenson agreed to pay a civil penalty of \$500

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SECTION BY SECTION: WHAT THE CONFLICT LAW SAYS

G.L. c. 268A

- Section 3(b) prohibits a public employee from receiving anything of substantial value for or because of any official act or acts performed or to be performed by such official.
- Section 4 prohibits a state employee from receiving compensation from or acting on behalf of anyone other than the government in connection with any particular matter in which the government is a party or has a direct and substantial interest.
- Section 19 generally prohibits a municipal employee from officially participating in matters in which the employee or certain others has a financial interest.
- Section 23(b)(2) prohibits a public employee from using his or her position to obtain for the employee or others an unwarranted privilege of substantial value, one not properly available to similarly situated individuals.
- Section 23(b)(3) prohibits a public employee from acting in a manner which would cause a reasonable person, having knowledge of the relevant circumstances, to conclude that anyone can improperly influence or unduly enjoy the public employee's favor in the performance of his or her official duties.

G.L. c. 268B

- Section 7 prohibits a state official from filing a false statement of financial interests.

Nearly Every Public Official Files Financial Disclosure Statement On Time

Filers of Statements of Financial Interests achieved virtually 100 percent compliance in meeting the filing requirements of the financial disclosure law, G.L. c. 268B. All but 10 of 4,661 state and county officials and high ranking employees required to file a 2000 Statement of Financial Interests have done so.

Under the law, employees designated to be in major policy-making positions were required to file their State-

ments by May 1, 2001. Elected officials and candidates for those positions were required to file their Statements by May 29, 2001. The 130 individuals who did not file were sent a formal notice of lateness requiring them to file within ten days or face civil penalties. All but 15 complied with that notice. Five filers filed after the ten-day grace period and signed disposition agreements in which they agreed to pay civil penalties.

▽ ▽ ▽ ▽

Penalties for failing to file are imposed according to the following schedule:

- 1-10 days delinquent: \$ 50
- 11-20 days delinquent \$100
- 21-30 days delinquent \$200
- 31 days or more:

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to resolve allegations that he violated G.L. c. 268A, §19 by inspecting and approving framing work performed by his son.

In the Matter of Edwin Kiley - The Commission fined former Burlington Zoning Board of Appeals member Edwin Kiley \$1,000 for violating G.L. c. 268A, §19 by, as a ZBA member, voting to continue the public hearing and discussing an application for a variance for land abutting his property.

In the Matter of William J. Maloney, Jr. - The Commission fined Walpole Selectman William J. Maloney, Jr. \$1,000 for violating G.L. c. 268A, §19 by participating in the selectmen's discussion of a bylaw amendment in which he and his employer, subdivision developer Walsh Construction, had a financial interest.

In the Matter of Patrick Murphy Former Cambridge School Department Deputy Superintendent Patrick Murphy paid a civil penalty of \$2,000 for violating G.L. c. 268A, §23(b)(2) by having school department employees assist his daughter in writing papers for her college English class.

In the Matter of Ralph Shalsi - The Commission fined Everett 911 Emergency Services Director Ralph Shalsi \$500 for violating G.L. c. 268A, §23(b)(2) by soliciting and receiving small loans from a subordinate.

In the Matter of Joseph S. Tevald The Commission fined Joseph S. Tevald \$1,500 for violating G.L. c.

268A, §23(b)(3) by issuing permits to a business while he was a tenant in a house owned by the president of the business.

In the Matter of Philip Travis - Rep. Philip Travis of Rehoboth entered into a disposition agreement with the Commission and agreed to pay a \$1,500 civil penalty to resolve allegations that he violated G.L. c. 268A, §23(b)(2) by improperly soliciting charitable donations from several Massachusetts banks. At the time of the solicitation, Travis was House Chairman of the Joint Committee on Banks and Banking. He solicited donations in his office from people with an interest in legislation and followed up his solicitation with phone calls which were viewed as threatening.

Decision and Order

In the Matter of Angelo M. Scaccia The Commission issued a Decision and Order denying a motion for a new hearing and ordering Rep. Angelo M. Scaccia to pay a civil penalty totaling \$1,750, a reduction of \$1,250 from a \$3,000 penalty imposed in 1996 that Rep. Scaccia appealed. The reduced penalty is the Commission's response to a 2000 Massachusetts Supreme Judicial Court decision which vacated part of the Commission's findings and ordered the Commission to redetermine the penalty.

In November 1996, the Commission found that Rep. Scaccia violated the conflict of interest and/or financial disclosure laws on five occasions by receiving illegal gratuities for himself and family members, by creating an ap-

pearance of conflict related to the gratuities, by accepting gifts worth more than \$100 from lobbyists and by failing to report the gratuities on his financial disclosure forms. In 1998, Suffolk Superior Court upheld the Commission's ruling. In May 2000, the SJC affirmed the Commission's findings that Scaccia violated the conflict of interest law by creating the appearance of conflict, and the financial disclosure law by accepting gifts worth more than \$100 from lobbyists and by filing a false statement of financial interests. The SJC ruled, however, that there was not substantial evidence to find that the gratuities Rep. Scaccia received violated the G.L. c. 268A, §3(b). Section 3(b) prohibits a public official from receiving anything of substantial value for or because of any official act or acts performed or to be performed by such official. The SJC decision was based in part on a 1999 U.S. Supreme Court decision that required a link between the gratuity and a specifically identifiable official act. In view of this case, the SJC ruled for the first time that "it is necessary to establish a link between a gratuity and an official act . . . not merely the fact that the official was in a position to take some undefined or generalized action. . ." Therefore, the SJC remanded the matter to the Ethics Commission for a redetermination of the civil penalty.

Of the \$1,750 civil penalty, \$1,400 was for violations of G.L. c. 268A, §23(b)(3) and \$350 was for violations of G.L. c. 268B, §7.

Rep. Scaccia has filed an appeal of the Commission's decision. It is pending in Superior Court.

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answers 3,800 telephone calls for advice and responds to over 500 requests for written advice. In addition, the staff reviews 174 opinions written by municipal attorneys (Fig. 2). Due to the unusually large staff turnover during FY 01, there was a fairly significant drop in the amount of written advice provided. Fortunately, by the end of the fiscal year, the Legal Division was once again close to its full complement of six attorneys.

Over the next fiscal year, Commission staff is planning to work together to revise all of the Commission's educational material. In addition, there are plans to make the Commission's web site more interactive and to add a third edition of the Commission's newsletter, the *Bulletin*.

The financial disclosure law, G.L. c. 268B, requires that certain individuals file each year a Statement of Financial Interest or SFI. These individuals are the six statewide office holders, all legislators, elected officials at the county level, candidates for these public offices and major policy-making state and county officials.

One of the Commission's often-unsung accomplishments has been the extraordinary rate of compliance by SFI filers. The compliance rate for filers (an average of more than 4,500 persons file annually) has been almost perfect, consistently at about 99 percent. Each year, only a few filers do not file on time and an even smaller number do not file within the ten-day grace period. In FY 01, which is the Commission's best year on record, only 10 individuals had not filed as of June 30, 2001.

The Commission cannot alone take credit for the high compliance rates. Credit must go to the efforts of agency liaisons who work with the Commission and those state and county offi-

cialists who faithfully submit their SFIs each year - an important but not necessarily enjoyable task.

Next year, all filers will be able, if they wish, to file electronically. The filing program is being designed to prevent common, unintentional errors

such as forgetting to answer a required question. As a result, we expect that there will be fewer requests for amendments. The following year, individuals who have

previously filed on the web will be able to review the previous year's information and electronically make changes if necessary for the new filing year.

The number of complaints processed each year by the Commission's Enforcement Division has fluctuated from a low of 664 in FY 99 to a high of 935 in FY 01. It is difficult to determine what causes this fluctuation. The increase may be related in part to the increase in the Commission's educational seminar program. While these seminars are designed to educate about the conflict of interest law, they

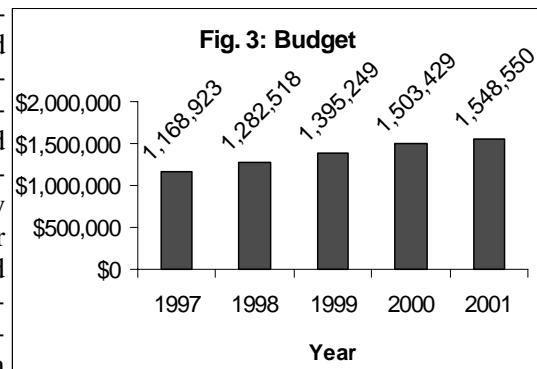
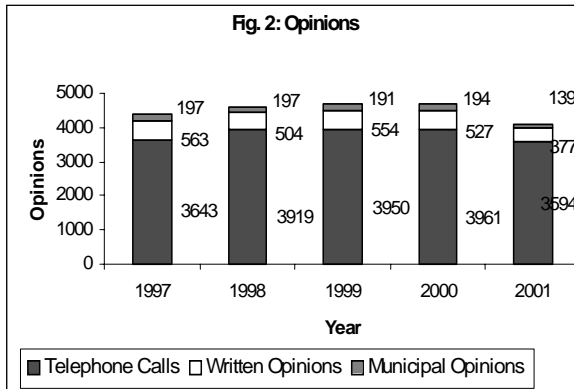
may also generate an increased number of complaints. Conversely, fair and vigorous enforcement may result in greater compliance and fewer complaints. The recent increase in complaints may also be due to heightened national interest in government ethics generally. Along with the increase in complaints has come an increase in those complaints that do not fall within the Commission's jurisdiction or that are resolved confidentially.

Over the past three years, there has been a steady increase in public resolutions involving municipal officials.

Disposition agreements with municipal officials have more than doubled while disposition agreements with state officials have decreased. This past year has also reflected a focus on the code of conduct established by the conflict of interest law. In particular, 10 out of 26 matters resolved through disposition agreements concerned violations of G.L. c. 268A, 23(b)(2), the section of the code that prohibits public employees from using their position to improperly benefit themselves or others.

The Commission recently reaffirmed guidelines for the Enforcement Division to consider in assessing the seriousness of a violation: the willfulness of the activity; the economic benefit to the subject or someone connected to him or her; the economic harm to an individual or the government; the use of undue influence; and the impact on the public's confidence in government. The Commission also endorsed an "average 12-month goal" for completing investigations — a significant reduction from the present 20-month average. Although not binding on the Commission or the Division, the guidelines and the 12-month goal reflect the Commission's concern for fairness and the maxim that justice delayed can be justice denied.

The Legislature, by enacting and amending the law, setting forth the maximum penalties and annually adopting a budget, establishes the fundamental structure under which the Commission operates. As seen in Fig. 3, the Commission's budget, though still relatively small, has increased modestly each year since FY 97. These increases have enabled the Commission to hire a new lawyer to provide advice about the conflict law, a municipal education specialist and an intake worker to respond more quickly to citizen's complaints. As a result, the Commission has been better able to carry out its duties and responsibilities.



Commission Educational Seminar Calendar

The Ethics Commission offers free educational seminars for municipalities, agencies and public groups. The Public Education Division will go **anywhere** in the state, **anytime** day or night, to provide these seminars. Currently there are a number of openings; requests for seminars are honored on a first come, first served basis. Please call the Commission at 617-727-0060 if your municipality, agency or group would like to organize and sponsor a seminar. The dates, times and locations of seminars listed below are subject to change. Please check with the host community if you plan to attend.

Day	Time	Host/Location
SEPTEMBER		
24	2:00 & 7:00 p.m.	Town of Hadley, 511 Main Street
25	7:00 p.m.	Town of Dunstable, Town Hall
26	11:00 a.m.	MassPort Retirement Board, One Harborside Drive, East Boston
27	1:30 p.m.	Town of North Andover, Town Hall
27	7:00 p.m.	Town of Dracut, 11 Spring Park Avenue
OCTOBER		
2	1:30 p.m.	Metropolitan Area Planning Council, Transportation Building, Boston
3	2 & 6 p.m.	Town of Brewster, Town Hall
4	9 a.m.	Certification Program for Procurement Officials, One Ashburton Place, Boston
4	2 & 7 p.m.	Town of Southbridge, Town Hall
9	7 p.m.	Town of Windsor, Town Hall
10	3 p.m.	Town of Cohasset, Town Hall
11	10 a.m.	Town of Canton, Pequoitside Fram, 79 Pleasant Street
11	2 & 7:30 p.m.	Town of Carlyle, Town Hall
13	9:30 a.m.	Library Trustees Symposium, Holiday Inn, Taunton
15	2 & 7 p.m.	Town of Orange, Town Hall
17	3 & 7 p.m.	Town of Swansea, Town Hall
18	11:30 a.m.	Public Employee Retirement Administration Commission, One Ashburton Place, Boston
22	2 & 7 p.m.	Town of Holbrook, Town Hall
23	2 & 6:30 p.m.	Town of Brimfield, Town Hall
24	10 a.m.	City of Cambridge, City Hall
24	3 & 7 p.m.	Town of Lakeville, Town Hall
25	11 a.m., 1 & 7 p.m.	Town of Williamstown, Town Hall
29	2:30 & 6 p.m.	Town of Dudley, Town Hall
30	10 a.m.	City of Boston, Assessors Office, Boston City Hall
30	3 and 7 p.m.	City of Westfield, City Hall
31	10 a.m.	City of Boston, Assessors Office, Boston City Hall
NOVEMBER		
2	10:00 a.m.	State Laboratory, 305 South Street, Jamaica Plain
5	2:30 & 7 p.m.	Town of Ludlow, Town Hall
7	2 & 7:30 p.m.	Town of Ipswich, Town Hall
8	10 a.m.	Certification Program for Procurement Officials, One Ashburton Place, Boston
15	2 & 7 p.m.	Town of Ayer, 131 Barnum Road, Fort Devens
19	2:30 & 6:30 p.m.	Town of Hamilton, Town Hall
26	6:30 p.m.	Town of Goshen, Town Hall
28	2:30 & 7:30 p.m.	Town of Ashland, Town Hall

6/6A DISCLOSURES

The conflict law requires state employees to make public disclosures if their job requires them to act in matters affecting the financial interests of immediate family members, business affiliations or themselves.

An appointed public servant who has made the proper disclosures may receive a determination from his or her appointing authority

that the interest is not so substantial as to be deemed likely to affect the integrity of the services which the commonwealth may expect from him or her. The determination allows the public official to participate in that matter. Elected officials do not have an appointing authority and thus the disclosure and determination mechanism is not available to them and they may not

participate in such matters.

Disclosures and determinations are public records which are available for inspection at the Ethics Commission's offices at One Ashburton Place, Room 619, Boston.

A public employee whose official responsibilities require participation in such matters should seek advice from the Commission.

Commission Services You Can Use

GETTING LEGAL ADVICE

Anyone who is covered by the conflict of interest law may request **legal advice** about how the law applies to them in a particular situation. The advice is free, confidential, timely and prospective. To request such advice:

- Call the Commission's "lawyer-of-the-day" at 617-727-0060 or toll-free at 888-485-4766; or
- Send a letter, include all the relevant facts, to: Legal Division, State Ethics Commission, Room 619, One Ashburton Place, Boston, MA 02108.

If you need advice by a certain deadline, please include that information in your request.

FILING COMPLAINTS

The Commission's Enforcement Division accepts **complaints** alleging violations of the conflict of interest and financial disclosure laws. Complainants' names are kept confidential. If you wish to file a complaint:

- Call the Ethics Commission's "investigator-of-the-day" at 617-727-0060; or toll free at 888-485-4766; or
- Write a letter, include all the relevant facts, address to: Enforcement Division, State Ethics Commission, Room 619, One Ashburton Place, Boston, MA 02108.

HOSTING SEMINARS

The Commission offers free **educational seminars** about the conflict law to public servants. Seminars provide a basic understanding of the principles of the law and explain how to avoid potential conflicts.

Included in each seminar is a facilitated discussion based on hypothetical, yet realistic, situations. Topics covered include gratuities, nepotism, self-dealing, appearances, and restrictions on after-hours and post-employment activities.

To arrange for a seminar contact the Public Education Division at 617-727-0060 or toll-free at 888-485-4766.

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