

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

RECEIVED
JAN 19 2016
TOWN OF TOWNSEND
TOWN CLERK

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	Carolyn Smart
Title or Position:	Selectman
Agency/Department:	Board of Selectmen
Agency address:	272 Main Street, Townsend, MA 01469
Office Phone:	978-771-3416
Office E-mail:	csmart@townsend.ma.us
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for action or decision.	Discussion regarding potential budget cuts
What responsibility do you have for taking action or making a decision?	I may have to vote to implement mid-year cuts.
Explain your relationship or affiliation to the person or organization.	For full disclosure, I am employed as the Assistant Town Clerk.
How do your official actions or decision matter to the person or organization?	There may be discussion regarding cuts to the budget.
Optional: Additional facts – e.g., why there is a low risk of undue favoritism or	I will recuse myself from any discussion/vote regarding cuts to the Town Clerk's budget.

improper influence.	
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	<i>Chris J. Smith</i>
Date:	1-19-16

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.

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RECEIVED
JAN 19 2016
TOWN OF TOWNSEND
TOWN CLERK

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	Gordon Clark
Title or Position:	Selectman
Agency/Department:	Board of Selectmen
Agency address:	272 Main Street, Townsend, MA 01469
Office Phone:	508-341-5781
Office E-mail:	Gnclark613@gmail.com
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for action or decision.	Discussion regarding potential budget cuts
What responsibility do you have for taking action or making a decision?	I may have to vote to implement mid-year cuts.
Explain your relationship or affiliation to the person or organization.	For full disclosure, my spouse is employed with the Townsend Police Dept.
How do your official actions or decision matter to the person or organization?	There may be discussion regarding cuts to the budget.
Optional: Additional facts – e.g., why there is a low risk of undue favoritism or	I will recuse myself from any discussion/vote regarding cuts to the Townsend Police Department budget.

improper influence.	
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	<i>Don H. C. H.</i>
Date:	<i>1-19-16.</i>

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member -- file with the clerk or secretary of the committee.

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
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RECEIVED
FEB 08 2016

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	Gordon Clark
Title or Position:	Selectman
Agency/Department:	Town of Townsend
Agency address:	272 Main St Townsend, MA
Office Phone:	508-341-5781
Office E-mail:	Gnclark613@gmail.com
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for action or decision.	Contract negotiations with the new Police Chief and possible appointment to the position is anticipated within the next few weeks. The search from the screening committee is coming to a close.
What responsibility do you have for taking action or making a decision?	I am responsible to participate in contact decisions and appointment of the new Police Chief
Explain your relationship or affiliation to the person or organization.	My spouse is employed as the Administrative Coordinator for the Townsend Police Department. Neither I or my spouse has any financial gain in the appointment of a new Police Chief. The Police Chief search was conducted by a firm hired for that purpose along with a screening committee for which I did not participate in.
How do your official actions or decision matter to the person or organization?	
Optional: Additional facts – e.g., why there is a low risk of undue favoritism or	It could be concluded that a reasonable person might argue that I would have an undue influence over the new Police Chief as he is the supervisor of my Spouse, who is employed as the Administrative Coordinator.

improper influence.	I have no financial gain in the matter nor does my spouse.
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	<i>Youn N Chi</i>
Date: <i>2/8/16</i>	

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.

RECEIVED
FEB 19 2016

TOWN OF TOWNSEND
TOWN CLERK



Office of the
BOARD OF SELECTMEN
272 Main Street
Townsend, Massachusetts 01469

Carolyn Smart, *Chairman*
James Kreidler,
Interim Town Administrator

Gordon Clark, *Vice Chairman*

Cindy King, Clerk

Office (978) 597-1701

Fax (978) 597-1719

February 19, 2016

Honorable Board of Selectmen
Townsend Town hall
272 Main Street
Townsend, MA 01469

RE: Public Disclosure

Dear Honorable Members of the Board of Selectmen:

Please be advised that this shall serve as a letter of public disclosure in accordance with Massachusetts General Law Chapter 268A §23(b)(3). General Laws c.268A, §23(b)(3) provides that no municipal employee shall:

act in a manner which would cause a reasonable person, having knowledge of the relevant circumstances, to conclude that any person can improperly influence or unduly enjoy his favor in the performance of his official duties, or that he is likely to act or fail to act as a result of kinship, rank, position or undue influence of any party or person. It shall be unreasonable to so conclude if such officer or employee has disclosed in writing to his appointing authority or, if no appointing authority exists, discloses in a manner which is public in nature, the facts which would otherwise lead to such a conclusion. [emphasis added]

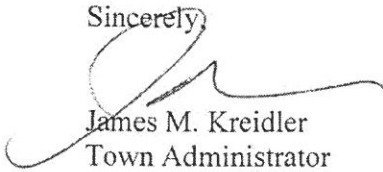
I am the Interim Town Administrator and have been appointed by the Board of Selectmen to both that position and to the position of Chief Procurement Officer (CPO).

In my capacity of CPO, and pursuant to a Town Meeting vote that predates my employment, I placed an RFP for Municipal Aggregation. One of the respondents is Colonial Power group. I am familiar with the principals of Colonial given the fact that I awarded them a publically procured contract for Municipal Aggregation while employed in Winchendon, MA in my former position of Town Manager. Additionally, in my

private energy consultancy I have crossed paths with Colonial. I do not now have, nor have I ever had, any financial relationship with Colonial.

I am filing this public disclosure prior to evaluating the submittals for the Municipal Aggregation in the Town of Townsend.

Sincerely,

A handwritten signature in dark ink, appearing to be 'James M. Kreidler', written over the printed name and title.

James M. Kreidler
Town Administrator

Cc: Town Clerk
File

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

RECEIVED
MAR 07 2016
TOWN OF TOWNSEND
TOWN CLERK

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	Michael Turgeon
Title or Position:	Conservation Commission
Agency/Department:	
Agency address:	Townsend Conservation Commission 272 Main St. Townsend MA 01469
Office Phone:	(978) 387-9853
Office E-mail:	Michael-Turgeon-tcc@yahoo.com
	<p>I am expected to perform official duties as a state, county, or municipal employee, and I have a relationship or affiliation with a person or organization involved. A reasonable person would conclude that the person or organization can unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of someone's kinship, rank, position or undue influence.</p> <p>I am filing this disclosure to explain the facts about this relationship or affiliation and to dispel the appearance that I have a conflict of interest.</p>
APPEARANCE OF FAVORITISM OR INFLUENCE	
Describe the issue that is coming before you for decision or action.	Letter on behalf of John Hussey to grade portion of tree farm that may be within a jurisdictional area.
What responsibility do you have for taking action or making a decision?	I may need to discuss and vote upon the presence of jurisdictional wetlands and whether the work has been properly approved and permitted for agricultural use.
Describe your relationship or affiliation with someone involved.	Mr. Hussey's consultant is Leo Garneau. I have worked for Mr. Garneau in the past. We have not worked together for at least 4 years. I do not owe him money.
Optional: Additional facts - e.g., why there is a low risk of undue favoritism or improper influence.	He does not owe me money. I believe that I can act on this matter without Bias.

<p>If you cannot confirm this statement, you should recuse yourself.</p>	<p>WRITE AN X TO CONFIRM THE STATEMENT BELOW.</p> <p><input type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.</p>
<p>Employee signature:</p>	<p><i>Michael J. [Signature]</i></p>
<p>Date:</p>	<p>3/7/16</p>

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.


Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.

DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)

RECEIVED
MAR 08 2016
TOWN OF TOWNSEND
TOWN CLERK

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	William Choate
Title or Position:	Working Inspector.
Agency/Department:	Harbor Auto.
Agency address:	98 Main St Townsend MA.
Office Phone:	
Office E-mail:	
	<p>I am expected to perform official duties as a state, county, or municipal employee, and I have a relationship or affiliation with a person or organization involved. A reasonable person would conclude that the person or organization can unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of someone's kinship, rank, position or undue influence.</p> <p>I am filing this disclosure to explain the facts about this relationship or affiliation and to dispel the appearance that I have a conflict of interest.</p>
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for decision or action.	HARBOR AUTO IS REPAIRING MY TRUCK. INSURANCE COMPANY IS PAYING FOR DAMAGE. HAVE DONE ELECTRICAL INSPECTIONS IN PAST FOR OWNER JOE SHANK.
What responsibility do you have for taking action or making a decision?	
Describe your relationship or affiliation with someone involved.	
Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	

<p>If you cannot confirm this statement, you should recuse yourself.</p>	<p>WRITE AN X TO CONFIRM THE STATEMENT BELOW.</p> <p><input type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.</p>
<p>Employee signature:</p>	
<p>Date:</p>	<p>3/8/16.</p>

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.

Form revised February, 2012

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
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RECEIVED
MAY 17 2016
TOWN OF TOWNSEND
TOWN CLERK

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	Carolyn Smart
Title or Position:	Selectman
Agency/Department:	Board of Selectmen
Agency address:	272 Main Street, Townsend, MA 01469
Office Phone:	978-597-1700 ext 1701
Office E-mail:	csmart@townsend.ma.us
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for action or decision.	<p>An executive session to hear complaints against the Interim Town Administrator. Complainant alleges it's a conflict of interest to participate in the hearing as I also serve as an Assistant Town Clerk. The complainant is the leader of a "movement" to recall me and remove me from office.</p> <p>PLEASE SEE ATTACHED LEGAL OPINION</p>
What responsibility do you have for taking action or making a decision?	<p>I'm a Selectmen and I may take action regarding the complaints as one member of a three member board.</p> <p>PLEASE SEE ATTACHED LEGAL OPINION</p>
Explain your relationship or affiliation to the person or organization.	I have a vote to appoint/hire the Town Administrator.
How do your official actions or decision matter to the person or organization?	
Optional: Additional	

facts – e.g., why there is a low risk of undue favoritism or improper influence.	
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	<i>Carl Smart</i>
Date:	<i>5-12-16</i>

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.

Carolyn Smart

From: David C. Jenkins <DJenkins@k-plaw.com>
Sent: Tuesday, May 10, 2016 10:44 AM
To: csmart@townsend.ma.us
Subject: Executive Session Conflict of Interest

Carolyn:

You have requested an opinion as to whether the provisions of G.L. c. 268A would prohibit you from acting in your capacity as a member of the Board of Selectmen at an Executive Session to be held on May 10, 2016 to hear certain complaints made against the Interim Town Administrator. Specifically, Mr. Sheldon has stated that your participation in the Executive Session would be violative of c. 268A "due to the fact that Mr. Kreidler has approved an outstanding longevity issue." For the reasons set out below, it is my opinion that the circumstances described do not constitute a conflict of interest which would compel you to recuse yourself.

First, I have reviewed the history of the payment of your longevity pay, and I do not believe that it is factually accurate to say that Mr. Kreidler "approved" your longevity pay.

Second, General Laws c.268A, §19 prohibits a municipal employee from participating in any matter in which, "to his knowledge he, his immediate family or partner, a business organization in which he is serving as officer, director, trustee, partner or employee . . . has a financial interest . . ." The Conflict of Interest Law does not define the term "financial interest." However, the State Ethics Commission "has a long-standing practice of interpreting the phrase as meaning a financial interest of any size, either positive or negative, as long as it is direct and immediate or reasonably foreseeable. The term financial interest does not include financial interests that are 'remote, speculative, or not sufficiently identifiable.'" See EC-COI-02-2. Thus, an elected Selectman may not participate in his or her official capacity in a particular in which that Selectman, a business organization in which he is serving as an officer, director, trustee, partner or employee, or his immediate family member has a financial interest. Whether a financial interest is direct and immediate or reasonably foreseeable depends on the facts at issue.

In the present circumstance, I do not believe that you have a direct financial interest in this matter. I do not see any other reason which would cause you to recuse yourself from participation in this meeting.

Please contact me if you have any questions.

David

David C. Jenkins, Esq.
KOPELMAN AND PAIGE, P.C.
101 Arch Street, 11th Floor
Boston, MA 02110
O: (617) 654 1761
F: (617) 654 1735
C: (617) 257 9584
djenkins@k-plaw.com
www.k-plaw.com

This message and the documents attached to it, if any, are intended only for the use of the addressee and may contain information that is PRIVILEGED and CONFIDENTIAL and/or may contain ATTORNEY WORK PRODUCT. If you are not the intended recipient, you are hereby notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please delete all electronic copies of this message and attachments thereto, if any, and destroy any hard copies you may have created and notify me immediately.

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

RECEIVED
MAY 17 2016

TOWN OF TOWNSEND
TOWN CLERK

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	Gordon Clark
Title or Position:	Selectman
Agency/Department:	Board of Selectmen
Agency address:	272 Main Street, Townsend, MA 01469
Office Phone:	978-597-1700 ext 1701
Office E-mail:	Gnclark613@gmail.com or selectmen@townsend.ma
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for action or decision.	There's a complaint against our Interim Town Administrator that says he released confidential information. One matter that the complainant alleges to have been released revolves around n MCAD complaint filed by an immediate family member of mine. The complainants assert that I cannot participate in the hearing and act on the complaint as a result. Based upon my discussion with the Ethics Commission I know that not to be the case as long as I file this disclosure. The Complainants are the leaders in a recall effort that is trying to remove me from office.
What responsibility do you have for taking action or making a decision?	I am one of three Selectmen who will hear the complaint and take any required action.
Explain your relationship or affiliation to the person or organization.	The Complaint refers to the Town Administrator, a position that I am one of three appointing authorities for, and the allegation that he released information about an MCAD complaint filed by an immediate family member.
How do your official actions or decision matter to the person or organization?	My official action in this matter have no bearing on my immediate family member as this complaint is about the alleged release of confidential information by the Town Administrator and not the details or merit of the MCAD that is referenced.
Optional: Additional facts – e.g., why there is a low risk of undue favoritism or	

improper influence.	
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	<i>John H. Clark</i>
Date:	5-17-14

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

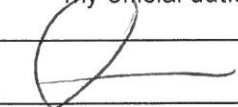
Elected municipal employee – file with the City Clerk or Town Clerk.

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RECEIVED
MAY 18 2016
TOWN OF TOWNSEND
TOWN CLERK

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	Jim Kreidler
Title or Position:	Interim Town Administrator
Agency/Department:	Town of Townsend
Agency address:	272 Main Street, Townsend, MA 01469
Office Phone:	978 597 1701
Office E-mail:	jkreidler@townsend.ma.us
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for action or decision.	I am about to enter into contract negotiations with the Board of Selectmen for the permanent position of Town Administrator and one of the Selectmen's spouse is a municipal employee who is out of work on leave and who has a MCAD complaint pending. To avoid any appearance of a conflict I have recused myself from participating in the MCAD process.
What responsibility do you have for taking action or making a decision?	None. I have recused myself.
Explain your relationship or affiliation to the person or organization.	See issue description above.
How do your official actions or decision matter to the person or organization?	I have recused myself to avoid any action on my part giving any such appearance of a conflict.
Optional: Additional facts – e.g., why there is a low risk of undue favoritism or	

improper influence.	
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	
Date:	5/8/16

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

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MAY 18 2016
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TOWN CLERK

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	Carolyn Smart
Title or Position:	Selectman
Agency/Department:	Town of Townsend
Agency address:	272 Main Street Townsend MA 01469
Office Phone:	(978) 597-1700 ext 1704
Office E-mail:	csmart@townsend.ma.us
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for action or decision.	To enter into contract negotiations with the Interim Town Administrator for the position of permanent Town Administrator. I am an employee of the town, however my appointing authority is the town clerk. The Town Administrator is charged with some decisions or guidance with regard to personnel decisions, it could be sometime in the future he may have to take action or actions on decisions for me as an employee.
What responsibility do you have for taking action or making a decision?	I am a member of a Board that Appoints and Signs the contract for the Town Administrator.
Explain your relationship or affiliation to the person or organization.	Their Appointing Authority
How do your official actions or decision matter to the person or organization?	My actions to negotiate and sign the contract for employment with the Town Administrator.
Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	

<p>If you cannot confirm this statement, you should recuse yourself.</p>	<p>WRITE AN X TO CONFIRM THE STATEMENT BELOW.</p> <p><input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.</p>
<p>Employee signature:</p>	<p><i>[Handwritten Signature]</i></p>
<p>Date:</p>	<p>5-18-16</p>

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.

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RECEIVED
MAY 18 2016
TOWN OF TOWNSEND
TOWN CLERK

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	Gordon Clark
Title or Position:	Selectman
Agency/Department:	Town of Townsend
Agency address:	272 Main Street, Townsend, MA 01469
Office Phone:	978 597 1701
Office E-mail:	N/A
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
APPEARANCE OF FAVORITISM OR INFLUENCE	
Describe the issue that is coming before you for action or decision.	I am about to enter into contract negotiations with our Interim Town Administrator who is a candidate for the permanent position of Town Administrator and my spouse is a municipal employee who is out of work on leave and who has a MCAD complaint pending. To avoid any appearance of a conflict the Interim Town Administrator has recused himself from participating in the MCAD process.
What responsibility do you have for taking action or making a decision?	I am a member of the Board that hires, negotiates and signs the new Administrator.
Explain your relationship or affiliation to the person or organization.	See issue description above.
How do your official actions or decision matter to the person or organization?	My actions matter to the Interim Town Administrator given he negotiates with my Board. As a three person board he could conceivably get the job without my participation but I am filing this disclosure to dispel any such appearance.
Optional: Additional facts – e.g., why there is a low risk of undue favoritism or	

improper influence.	
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	<i>David H. Cul</i>
Date:	5-18-16

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.