


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

RECEIVED
JAN 04 2017
TOWN OF TOWNSEND
TOWN CLERK

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	Michael Turgeon
Title or Position:	Conservation Commission Member
Agency/Department:	Town of Townsend Conservation Commission
Agency address:	272 Main St Townsend, MA
Office Phone:	(978) 387-9853
Office E-mail:	mike_turgeon-tcc@yahoo.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.	A Former client has filed a volunteer response form to serve on the Commission. I will be reg The Commission will be voting on whether or not to recommend her appointment by the BOS
What responsibility do you have for taking action or making a decision?	Voting on her recommendation to the BOS
Explain your relationship or affiliation to the person or organization.	I performed consulting services for her prior to joining the commission.
How do your official actions or decision matter to the person or organization?	My actions may influence her appointment to the conservation commission

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:	1/4/17

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.

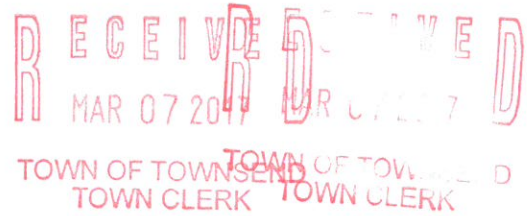
Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

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.

March 7, 2017

RE: PUBLIC DISCLOSURE



To Whom It May Concern:

Please be advised that this shall serve as a letter of disclosure in accordance with Massachusetts General Laws Chapter 268A Section 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 would otherwise lead to such a conclusion.

I am the Chairman of the Board of Selectman. I am responsible to conduct a performance evaluation of the Town Administrator in accordance with the Townsend Charter. I am also the Assistant Town Clerk, my appointing authority is the Town Clerk, however, the Town's Personnel Policies are administered by the Board of Selectmen through the Town Administrator. I am making this public disclosure given the fact an appearance of conflict may exist.

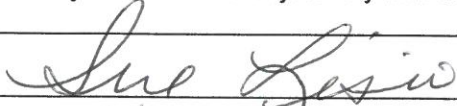
Sincerely,

Carolyn Smart

A handwritten signature in black ink is written over the printed name 'Carolyn Smart'. The signature is stylized, with a large loop at the beginning and a long, sweeping underline.

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

RECEIVED
APR 25 2017
TOWN OF TOWNSEND
TOWN CLERK

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	Sue Lisio
Title or Position:	Selectman
Agency/Department:	Board of Selectman
Agency address:	Town Hall 272 Main Street Townsend, MA 01469
Office Phone:	978-597-1701
Office E-mail:	Sml412@comcast.net
	<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.	Potential hearings, discipline, contracts, negotiations, or similar business with Lt. Mark Giancotti.
What responsibility do you have for taking action or making a decision?	I am a member of the Board of Selectmen which has appointing authority over Mr. Giancotti.
Explain your relationship or affiliation to the person or organization.	Mr. Giancotti's wife and my daughter are friends. Mrs. Giancotti donated \$100 to my election campaign committee via an electronic website donation. My election campaign committee refunded her donation via a check against the committee's account, returning the donation so as not to give an appearance of favoritism in any potential Board of Selectman dealings with her husband as an employee of the town.
How do your official actions or decision matter to the person or organization?	The Board of Selectmen have authority over Mr. Giancotti's superiors and have ultimate appointing, termination, and monetary and other benefits.
Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	The personal relationship my daughter has with Mrs. Giancotti will not affect my decisions and I can and will be impartial and objective about any of the matters regarding her husband that may come before me as a Board member.
If you cannot confirm this statement, you should recuse yourself.	<p>WRITE AN X TO CONFIRM THE STATEMENT BELOW.</p> <p><u> X </u> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.</p>
Employee signature:	
Date:	4/25/17

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 July, 2012

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

RECEIVED
MAY 25 2017

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	James Kreidler
Title or Position:	Town Administrator
Agency/Department:	Selectmen
Agency address:	272 Main St Townsend, MA
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.	A subordinate employee is seeking financial assistance from the Abrams French Fund.
What responsibility do you have for taking action or making a decision?	I am one of three voting members of the committee.
Explain your relationship or affiliation to the person or organization.	My participation is required to vote on whether or not to approve the request for financial assistance for a subordinate employee.
How do your official actions or decision matter to the person or organization?	My vote---either affirmative or not---is required for the employee to receive consideration of the request.

TOWN OF TOWNSEND
TOWN CLERK

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	This is a fund that is available to any Townsend resident and this employee is a Townsend resident.
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> X 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:	5/25/17 2:50 pm

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.

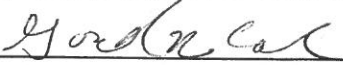
Elected municipal employee – file with the City Clerk or Town Clerk.

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)**

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	Gordon Clark
Title or Position:	Selectman
Agency/Department:	Townsend
Agency address:	272 Main Street Townsend, MA 01469
Office Phone:	978.597.1701
Office E-mail:	Selectmen@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>I am an elected selectman. There is a complaint hearing for a police lieutenant over whom the selectmen have hiring, firing and disciplinary responsibility.</p> <p>My wife was employed by the town in the police department. In October of 2015, while employed in the police department, my wife and another police department employee were investigated by the lieutenant regarding what was subsequently determined to have been a personnel matter. My wife received no discipline. My wife has been retired since July of 2016 and has filed a complaint against the town police department with the Mass Commission Against Discrimination (MCAD). The police lieutenant involved in the upcoming complaint hearing is a potential party in the MCAD complaint.</p> <p>In an effort at keeping everything transparent and unbiased, the matter of the complaint(s) against the lieutenant was/were investigated by an independent investigator and the Board had nothing to do with his hiring or his investigation. Additionally, a separate independent hearing officer was brought in to sit and pass judgement on the disciplinary matter and to make a recommendation of discipline, if any.</p>
What responsibility do you have for taking action or making a decision?	<p>As one of three seated selectmen I have a responsibility to take certain personnel actions by Charter. The hearing related to the lieutenant is one such matter. Of the three member board, one member was just recently elected and was not seated during the independent investigation of the matters related to the lieutenant. Additionally, this member was an involved party to one of the matters being investigated. Given that, she may abstain or recuse herself and if I chose to do so there would only be one board member remaining which would preclude the town from addressing the matter.</p>

RECEIVED
MAY 25 2017
TOWN OF TOWNSEND
TOWN CLERK

Explain your relationship or affiliation to the person or organization.	As a selectman I have personnel authority over police personnel and the Lieutenant is such an employee.
How do your official actions or decision matter to the person or organization?	My official action could result in the adoption of the hearing officer's recommended personnel action which is a suspension without pay imposed on the lieutenant. Any action I take would be impartial and any decision I was to make would be based upon the merit of the matter using objective standards and using standard procedures. If I felt that I could not impartially participate in this matter I would abstain. I feel that I can impartially participate in this matter.
Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	While my wife was still an employee of the police department, and while I was a member of the Board, I did recuse myself from matters dealing with the lieutenant as he was her supervisor. Now that she is no longer employed, such a relationship between her and the lieutenant does not exist.
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. __X__ 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:	5-26-17

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.

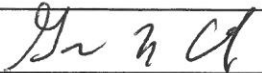
Elected municipal employee – file with the City Clerk or Town Clerk.

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
MAY 25 2017
TOWN OF TOWNSEND
TOWN CLERK

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	Gordon Clark
Title or Position:	Selectmen
Agency/Department:	Selectmen
Agency address:	272 Main St Townsend, MA
Office Phone:	978.597.1701
Office E-mail:	selectmen@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.	A subordinate employee is seeking financial assistance from the Abrams French Fund.
What responsibility do you have for taking action or making a decision?	I am one of three voting members of the committee.
Explain your relationship or affiliation to the person or organization.	My participation is required to vote on whether or not to approve the request for financial assistance for a subordinate employee.
How do your official actions or decision matter to the person or organization?	My vote---either affirmative or not---is required for the employee to receive consideration of the request.

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	This is a fund that is available to any Townsend resident and this employee is a Townsend resident.
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:	5/25/17 2:50 pm

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.

July 31, 2017

TO WHOM IT MAY CONCERN:

RE: Voluntary Recognition of Assistant Town Clerk Position.

In accordance with M.G.L. Chapter 226 A, Section 23 (b) (3) I am writing to disclose the following facts.

I served as a member of the Board of Selectmen from April 2014 to April 2017.

I am the Assistant Town Clerk in the Town of Townsend since September of 2015, but have been employed with the Town since September of 2001.

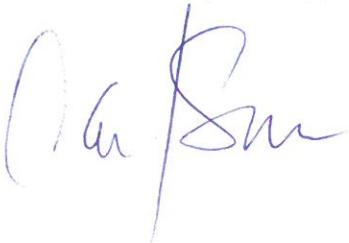
I approved and signed a union contract as a member of the Board of Selectmen.

I was not a member of the negotiation team for the above referenced contract.

The position of Assistant Town Clerk was considered for recognition to the Union in June of 2017.

I met and completed a union card with the Union Representative on July 25, 2017.

In order to dispel the appearance of a conflict, I am disclosing these facts.



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

RECEIVED
AUG 01 2017
TOWN OF TOWNSEND
TOWN CLERK

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	Carolyn Smart
Title or Position:	Assistant Town Clerk
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.	None
What responsibility do you have for taking action or making a decision?	None
Explain your relationship or affiliation to the person or organization.	I serve as the Assistant Town Clerk and was a member of the Board of Selectmen, term expiring April 24, 2017
How do your official actions or decision matter to the person or organization?	N/A
Optional: Additional facts – e.g., why there is a low risk of undue favoritism or	Please see attached.

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>Car/Snw</i>
Date:	7/31/17

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.

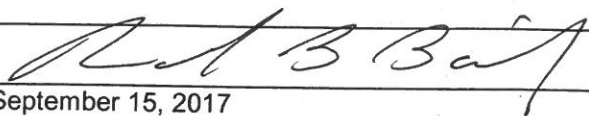
Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

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

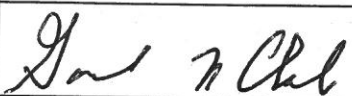
Elected regional school committee member – file with the clerk or secretary of the committee.

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 19**

MUNICIPAL EMPLOYEE INFORMATION	
Name:	RICHARD BAILEY
Title or Position:	POLICE CHIEF
Municipal Agency:	TOWNSEND
Agency Address:	272 MAIN ST. TOWNSEND, MA 01469
Office Phone:	978.597.6212
Office E-mail:	RBAILEY@TOWNSENDPD.ORG
<p>My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.</p>	
PARTICULAR MATTER	
<p>Particular matter</p> <p>E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.</p>	<p>Please describe the particular matter.</p> <p>Review and recommendation re: applications/ submissions of resumes for the vacant position of Deputy Chief.</p>
<p>Your required participation in the particular matter:</p> <p>E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.</p>	<p>Please describe the task you are required to perform with respect to the particular matter.</p> <p>As Police Chief I am responsible to review candidates for consideration in filling positions in the Police Department. I am not the hiring authority; I just review and make recommendation(s). At the closing of the period for submission of resumes for the Deputy Chief's Position today I received a submission from Chief James Sartell of the Hollis, NH Police Department.</p>
FINANCIAL INTEREST IN THE PARTICULAR MATTER	
<p>Write an X by all that apply.</p>	<p><input checked="" type="checkbox"/> I have a financial interest in the matter.</p> <p><input type="checkbox"/> My immediate family member has a financial interest in the matter.</p> <p><input type="checkbox"/> My business partner has a financial interest in the matter.</p> <p><input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter.</p> <p><input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person</p>

	or organization, and the person or organization has a financial interest in the matter.
Financial interest in the matter	Please explain the financial interest and include a dollar amount if you know it. I have worked for the Hollis Police Department and am still listed as an active member if I am ever needed for details or security matters.
Employee signature:	
Date:	September 15, 2017

DETERMINATION BY APPOINTING OFFICIAL

	APPOINTING AUTHORITY INFORMATION
Name of Appointing Authority:	Townsend Board of Selectmen
Title or Position:	Board of Selectmen
Agency/Department:	Townsend
Agency Address:	272 Main Street Townsend, MA 01469
Office Phone:	978.597.1700
Office E-mail	
	DETERMINATION
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I/we have reviewed the particular matter and the financial interest identified above by a municipal employee. I/we have determined that the financial 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.
Appointing Authority signature:	
Date:	September 15, 2017
Comment:	

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.



The Leader in Public Sector Law

RECEIVED
SEP 27 2017

TOWN OF TOWNSEND
TOWN CLERK

101 Arch Street, Boston, MA 02110
Tel: 617.556.0007 | Fax: 617.654.1735
www.k-plaw.com

David C. Jenkins
djenkins@k-plaw.com

August 28, 2017

Hon. Gordon Clark and
Members of the Board of Selectmen
Townsend Town Hall
272 Main Street
Townsend, MA 01469

Re: Determination and Consent Pursuant to the Massachusetts Rules of Professional Conduct
Rule 1.7 - Representation of Lowell Regional Transit Authority and Town of Townsend in
Review of Vehicle Lease Contract

Dear Members of the Board of Selectmen:

KP Law, P.C. has been requested to review and provide comments on a draft vehicle lease contract ("Contract") between the Town of Townsend and the Lowell Regional Transit Authority ("LRTA"). KP Law currently serves as Town Counsel for the Town of Townsend. KP Law also serves as Legal Counsel for the LRTA. Given that two current KP Law clients have interests in the Contract, which interests may be divergent, the firm must disclose to each of these clients that simultaneous representation creates a potential conflict of interest that requires disclosure pursuant to the Rules of Professional Conduct applicable to members of the Massachusetts Bar. The firm must also obtain the "informed consent" from the Town of Townsend and the LRTA, after disclosure of adequate information and explanation about the risks of, and alternatives to, the proposed simultaneous representation. In addition, while the State Ethics Commission has determined that KP Law and its individual attorneys are not "municipal employees" pursuant to the Conflict of Interest Law, we provide this letter to dispel any appearance of conflict on the firm's behalf in this matter. Please also be advised that because of time constraints, I have approved of the lease as to form, subject to this disclosure.

MULTIPLE REPRESENTATION DISCLOSURE

The representation of multiple clients is regulated under the Massachusetts Rules of Professional Conduct. The relevant provision, Rule 1.7, states that an attorney may not represent multiple clients if doing so involves a concurrent conflict of interest. The standard for determining whether a concurrent conflict of interest exists is: (1) will the representation of one client be directly adverse to another client; or (2) is there a significant risk that the representation of one or more clients will be materially limited by our responsibilities to another client, a former client, a third person, or our own personal interest. Even where a concurrent conflict of interest exists, we may still undertake the simultaneous representation if: we reasonably believe that we will be able to provide competent and diligent representation to each client; there is no legal prohibition on the simultaneous representation; the simultaneous representation does not involve the assertion of a claim by one client against another in a single piece of litigation or other proceeding before a tribunal; and each client gives informed consent, confirmed in writing.

Hon. Gordon Clark and
Members of the Board of Selectmen
August 28, 2017
Page 2

I do not foresee any material limitation in the firm's ability to serve as Town Counsel for the Town of Townsend as a result of the firm's additional service as Legal Counsel to the LRTA in connection with the review of the Contract. In light of this, I do not believe that our role as Legal Counsel to the LRTA in review of the Contract creates a concurrent conflict of interest with the firm's service as Town Counsel for the Town of Townsend. Furthermore, even if a concurrent conflict of interest is present, I do not believe that our ability to provide competent and diligent representation to the Town of Townsend would be affected by our representation of the LRTA in connection with the Contract.

While I do not reasonably anticipate the existence of concurrent conflicts of interest in these circumstances, should such a situation arise in the future, we will immediately notify you and discuss whether such a conflict prevents the firm's representation of the Town of Townsend in any particular matter. Please note that if the interests of the Town of Townsend and the LRTA should become adverse to one another in connection with the Contract, we may be limited or precluded by the Rules of Professional Conduct from representing either client against one another.

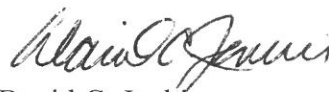
DETERMINATION

It is my belief that the firm's representation of the Town of Townsend as Town Counsel and of the LRTA as Legal Counsel, in connection with the firm's review of the Contract, does not constitute a concurrent conflict of interest. It is my further belief that even if a concurrent conflict of interest exists, our ability to provide competent and diligent representation to the Town of Townsend will not be negatively impacted by our simultaneous representation of the LRTA. It is, however, for you to determine, as Appointing Authority, as to whether the representation described herein will not impair the integrity of this firm's services to the Town of Townsend.

Therefore, I request that you, on behalf of the Town of Townsend, consent to KP Law's simultaneous representation of the LRTA and the Town of Townsend in connection with our review of the Contract. Should you so consent, I ask that you sign the enclosed determination as required by the Rules of Professional Conduct. Please sign the two originals provided, return one copy to me, and retain one copy for your records.

Thank you for your consideration. Please do not hesitate contact me with any questions you have in this regard.

Very truly yours,



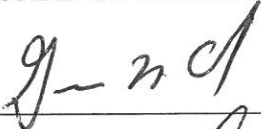
David C. Jenkins

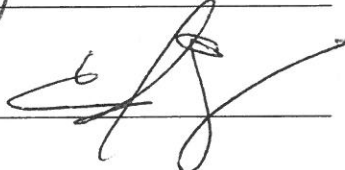
DETERMINATION

It is determined, pursuant to Rule 1.7 of the Massachusetts Rules of Professional Conduct, that the Town of Townsend hereby consents to KP Law, P.C. representing the Town of Townsend as Town Counsel, notwithstanding that KP Law, P.C. also serves as Legal Counsel to the Lowell Regional Transit Authority, in connection with the vehicle lease contract, as disclosed in a letter to the Board of Selectmen of the Town of Townsend dated August 28, 2017.

Dated: September __, 2017

TOWN OF TOWNSEND
BOARD OF SELECTMEN






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

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	Gordon Clark
Title or Position:	Selectmen
Agency/Department:	Townsend, MA
Agency address:	272 Main Street Townsend, MA 01469
Office Phone:	978.597.1700
Office E-mail:	selectmen@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.	Harbor Autobody is seeking a license renewal before the Board of Selectmen.
What responsibility do you have for taking action or making a decision?	The selectmen vote to approve the license renewal.
Explain your relationship or affiliation to the person or organization.	Joe Shank is the principal of Harbor Autobody. Joe Shank and I are involved in litigation on opposing sides of an election matter.
How do your official actions or decision matter to the person or organization?	Mr. Shank requires an affirmative vote of the Selectmen in order to receive his renewal license.

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 NOV 08 2017
 TOWN CLERK
 END

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:	November 8, 2017

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.

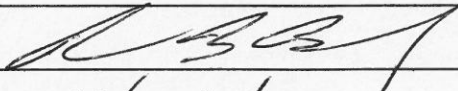
Elected regional school committee member – file with the clerk or secretary of the committee.

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

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NOV 27 2017
TOWN OF TOWNSEND
TOWN CLERK

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	Richard B. Bailey
Title or Position:	Chief
Agency/Department:	Townsend Police Department
Agency address:	70 Brookline Street, Townsend MA 01469
Office Phone:	978-597-6214
Office E-mail:	rbailey@townsendpd.org
	<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.	The Board of Selectman have an agenda item regarding sanding/salting and safety on Jonathan Lane. A family member built the development and other family live on the cul-de-sac.
What responsibility do you have for taking action or making a decision?	I may be asked my opinion related to safety.
Explain your relationship or affiliation to the person or organization.	I have immediate family that live on the street. Since the development was built, plowing, salting/sanding, snow removal has been the responsibility of the residents on that street.
How do your official actions or decision matter to the person or organization?	If the board decides to vote in favor of the proposal, the residents on Jonathon Lane will no longer be paying for the services to their cul-de-sac.

RB

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 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:	11/26/12

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.