

To: Glenn Brand
 From: Larry Dorey
 Re: Discipline Report for December, 2015
 Date: 12/30/15

There were 27 discipline referrals to the administration during the month of December, 2015. This total is up from 11 last year. 4 students were suspended this month, while 2 students were suspended during December, 2014.

Suspensions for December, 2015

Infraction	2011	2012	2013	2014	2015
Alcohol Use		1			
Drug Paraphernalia	3				
Drug Possession	1		2	1	
Drug Use				1	
Harassment			1		
Insubordination					2
Other	2				
* Poss. with intent to distribute	1				
Sexual Harassment	1				
Stealing			2		
Truancy Issues	1		1		2
Under the Influence	1				
Weapons			1		
Total	10	1	7	2	4

A list of all infractions for the month of December, 2015 appears on the backside of this page.

c: JoAnn Campbell

Other Infractions for December, 2015

Infraction	2011	2012	2013	2014	2015
Abusive/Obscene Language					
Academic Integrity	1				1
Alcohol Use		1			
Bus Discipline Issues		3			
C.H. Alcohol	2				
Disrespectful	2		2		
Disruptive/Uncooperative Behav.	6		1	2	
Drug Paraphernalia	3				
Drug Possession	1		2	1	
Drug Use				1	
Forgery					1
Gambling					2
Harassment		5	1	1	
Insubordination					2
Leaving School Grounds	1	2			5
Other	5		2		1
Out of School Issue				1	
Parking Violations	1				
Poss. with intent to distribute	1				
School Rules				1	
Sexual Harassment	1				
Stealing			2		
Tardy	1	2			
Teasing		2		2	1
Threatening				1	
Truancy	4	2	11	1	14
Under the influence of drugs	1				
Weapons			1		
Total	30	17	22	11	27

R.J. Grey Junior High School

To: Dr. Glenn Brand
 From: Allison Warren and James Marcotte
 Re: Discipline Report for December 2015
 Date: January 4, 2016

There were 6 discipline referrals/concerns (including requests from teachers for assistance) reported to the Administration during the month of December. There was 1 suspension this past month.

	<u>Dec-11</u>	<u>Dec-12</u>	<u>Dec-13</u>	<u>Dec-14</u>	<u>Dec-15</u>
<i>Total Discipline Referrals Reported</i>	22	25	8	14	6

	<u>Dec-11</u>	<u>Dec-12</u>	<u>Dec-13</u>	<u>Dec-14</u>	<u>Dec-15</u>
Total Suspensions	1	0	2	1	1
Alcohol Use					
Vandalism					
Drug-related incident					
Fighting			2		
Harassment (non-sexual)					
Inappropriate/disruptive/disrespectful behavior	1				
Physical aggression					
Sexual harassment				1	
Stealing					
Threatening					1

	<u>Dec-11</u>	<u>Dec-12</u>	<u>Dec-13</u>	<u>Dec-14</u>	<u>Dec-15</u>
Total Other Infractions	21	25	6	13	5
Abusive language/profanity					
Alcohol use/possession					
Bus discipline	1	2			
Academic Integrity					
Class/school truancies	1				
Computer violation					1
Disruptive behavior (classroom, cafeteria, hallway)	8	2	4	7	1
Harassment (non-sexual)/bullying/teasing	3	8		2	
Non-compliance with school rules	4	4		2	
Out of school issue					
Physical aggression		2	2		1
Sexual harassment					

Stealing					
Threatening					
Tardy to class					
Uncooperative/disrespectful behavior	4	7		2	2

The referrals/concerns generally were quickly resolved and no further intervention was required.

MONTHLY ENROLLMENT

19.3

ACTON-BOXBOROUGH REGIONAL SCHOOLS 2015-2016

	Sept. 1				Oct. 1				Nov. 1				Dec. 1				Jan. 1			
Levels	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot	A	B(1)	C	Tot
K	250	49	5	304	245	49	5	299	248	49	5	302	247	49	5	301	246	49	5	300
1	304	46	7	357	304	46	7	357	305	46	6	357	305	47	6	358	304	46	6	356
2	324	44	7	375	323	42	7	372	325	40	7	372	325	42	7	374	328	41	7	376
3	335	54	8	397	331	54	8	393	333	55	8	396	336	55	8	399	337	56	8	401
4	332	67	10	409	331	64	10	405	333	64	10	407	335	64	10	409	334	63	10	407
5	383	58	8	449	379	56	8	443	380	58	8	446	383	57	8	448	381	57	8	446
6	388	64	4	456	387	62	4	453	387	62	4	453	387	62	4	453	387	62	4	453
In D.Pre-sch. Cfrm	34	7	0	41	34	7	0	41	33	10	0	43	33	10	0	43	33	10	0	43
In D.Pre-sch. Itnt	13	1	0	14	13	1	0	14	15	1	0	16	15	1	0	16	15	1	0	16
OOD Pre-sch	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1
O.D. SPED K-6	20	4	1	25	20	4	1	25	20	4	1	25	20	4	1	25	20	4	1	25
Elem. Total	2384	394	50	2828	2368	385	50	2803	2380	389	49	2818	2387	391	49	2827	2386	389	49	2824
7	364	77	4	445	364	77	4	445	362	77	4	443	362	77	4	443	362	76	4	442
8	363	72	7	442	364	72	7	443	363	72	7	442	363	72	7	442	362	74	7	443
J.H.S. Total	727	149	11	887	728	149	11	888	725	149	11	885	725	149	11	885	724	150	11	885
9	405	78	7	490	404	78	7	489	406	79	7	492	403	79	7	489	403	79	7	489
10	372	77	8	457	369	78	10	457	369	78	10	457	365	78	8	451	365	78	10	453
11	398	74	7	479	397	79	7	483	392	75	8	475	393	74	7	474	392	74	8	474
12	404	73	8	485	399	73	8	480	398	73	8	479	398	73	8	479	397	73	8	478
9-12 Ungr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P.G.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
H.S. Total	1579	302	30	1911	1569	308	32	1909	1565	305	33	1903	1559	304	30	1893	1557	304	33	1894
Secondary Total	2306	451	41	2798	2297	457	43	2797	2290	454	44	2788	2284	453	41	2778	2281	454	44	2779
O.D. SPED 7-12	61	7	1	69	59	6	1	66	59	6	1	66	58	6	1	65	58	6	1	65
Reg. Total	2367	458	42	2867	2356	463	44	2863	2349	460	45	2854	2342	459	42	2843	2339	460	45	2844
Elem Total Secondary Total	2384	394	50	2828	2368	385	50	2803	2380	389	49	2818	2387	391	49	2827	2386	389	49	2824
Grand Total	4751	852	92	5695	4724	848	94	5666	4729	854	100	5672	4729	859	91	5670	4725	859	94	5668

A = ACTON Pre-School = SPED In D. = In Distr Distribution:
 B = BOXBOROUGH P.G. = Post Graduates
 C = Choice/Staff/Tuitic Ungr. = Ungraded
 O.D. = SPED Out of District

G. Brand C. Jeannotte All Principals (2)
 M. Altieri A. Bisewicz
 D. Bookis K. Nelson
 E. Weiner
 S. Cunningham

Students other than Choice counted under column C:
 Staff Students -
 Tuition In Students -
 Sped Tuition in Students

Actual Acton-Boxborough Grade K-6
January 1, 2016

Grade	Blanchard			Conant			Douglas				Gates				McCarthy-Town				Merriam				Incoming	Total	#Sec.	Avg. Size			
	ADK	14 AM	Total	ADK	13 AM	Total																							
K	22	24	46	19	17	36	18	17	18	53	18	17	18	53	19	19	19	57	18	18	19	55	0	300	16	18.8			
Rm	216	218	1	2	1	1	2	1	44	0	4	2A	2P	2	111	110	112	1	132	131A	131P	0	5						
Gr. 1	24	25	49	21	22	43	23	22	22	67	22	22	22	66	22	23	22	67	21	22	21	64	0	356	16	22.3			
Rm	213	211	7	5	4	1	5	4	3	0	3	5	6	1	310	312	311	2	231	133	334	2	13						
Gr. 2	23	22	45	24	23	24	71	24	23	24	71	23	25	48	23	23	23	69	24	24	24	72	0	376	16	23.5			
Rm	227	219	4	6	8	7	0	7	6	8	0	8	10	0	301	302	303	2	234	224	323	0	6						
Gr. 3	21	21	21	63	25	23	23	71	24	24	25	73	24	23	47	24	24	25	73	25	25	24	74	0	401	17	23.6		
25	229	226	231	8	9	10	20	0	9	10	11	0	7	9	2	313	314	315	3	230	330	331	0	13					
Gr. 4	24	23	24	71	23	22	23	68	23	23	23	69	23	22	23	68	21	21	23	65	23	21	22	66	0	407	18	22.6	
Rm	245	243	247	6	17	19	18	1	12	14	13	1	18	19	20	0	213	214	215	2	223	322	233	0	10				
Gr. 5	22	21	22	65	23	24	23	70	25	24	24	73	24	24	23	71	24	25	25	74	23	24	23	23	93	0	446	19	23.5
Rm	118	130	128	8	16	15	14	0	21	20	19	0	11	15	17	0	210	211	212	2	232	333	135	235	0	10			
Gr. 6	20	23	21	64	25	25	25	75	24	25	25	74	24	25	25	74	24	23	25	72	24	23	23	24	94	0	453	19	23.8
Rm	110	112	108	8	13	12	11	2	16	17	15	0	12	13	14	1	113	114	115	0	321	332	335	324	3	14			
			42			5		1				6				12				5	71								
Total	18 St Averag 22.4 403			19 St Averag 24.1 434			21 St Averag 26.7 480				19 St Averag 23.7 427				21 St Averag 26.5 477				23 St Averag 28.8 518				0	2739	121	22.64			
Range	20	25		17	25		17	25		17	25		19	25		18	25						17	25					

42 Acton residents attend Boxborough

29 Boxborough residents attend school in Acton

Jan count 1/1/

**MONTHLY REPORTING OF
ELL STUDENT POPULATION BY SCHOOL**
Acton-Boxborough Regional School District
January 1, 2016

Category	Total as of 12/1/2015	Additions	Subtractions	Total as of 1/1/2016
ABRHS	16	0	-1	17
Blanchard	11	+1	0	12
Conant	50	0	0	50
Douglas	36	0	-2	34
Gates	45	0	0	45
McCarthy-Towne	38	+1	0	39
Merriam	28	0	-1	27
RJG JHS	7	0	0	7
TOTAL	231	+2	-4	229



LUEDERS

19.5

ENVIRONMENTAL, INC.

December 17, 2015

Mr. Glenn A. Brand
16 Charter Road
Acton, MA 01720

Dear Mr. Brand,

Times for schools are always challenging, so I am pleased to continue our commitment to give back to the communities in which we provide services. Enclosed is our contribution for the Acton School Department. This contribution is made by Lueders Environmental, Inc. We are a lawn care and tree/shrub care company committed to responsible, science-based environmental approaches and attentive customer service. It is made on behalf of our Acton clients. Please use these funds in any way you deem appropriate.

This annual contribution is our way of thanking our clients in your town who have been kind enough to renew their services with us each year. Assistance to Acton School Department is one way we can give back to your community for considering us the company of choice. I hope that other companies will join us in supporting our schools.

Sincerely,

Michael Lueders
President

MEL/pkm
Enclosure

Acton Fixed Route

Effective October, 2015



Live Shuttle Tracker

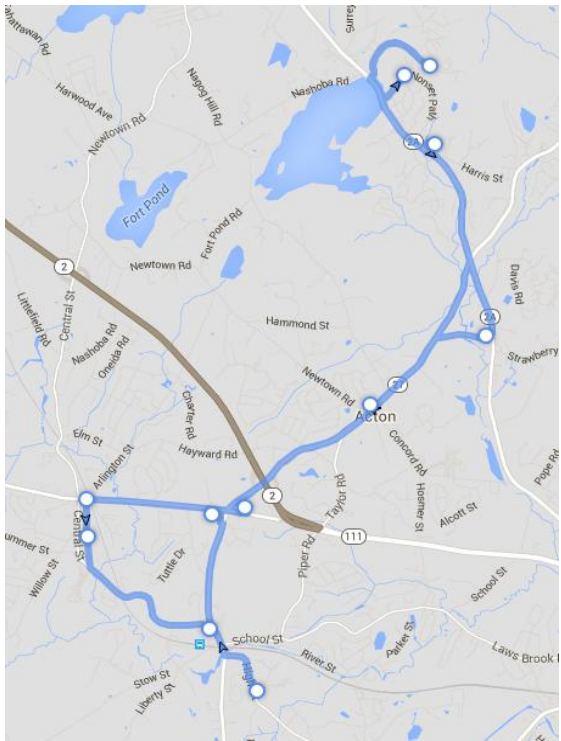
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- Please be at your stop five minutes before the scheduled time.



⇒ No service on Weekends or Holidays.
 ⇒ All times are approximate due to traffic conditions.
 ⇒ Bus will stop at designated stops.
 ⇒ Stand on side of road bus travels.



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Serving:

- Sachem Way
- Nagog Woods
- Avalon Drive
- Gould's Plaza
- Acton Plaza 1 & 2
- Acton Pharmacy/West Acton
- Windsor Ave
- South Acton MBTA
- Council on Aging/Audubon Drive
- Kmart Parking Lot
- Town Hall
- Library

All Fares \$1.00
Exact change required

For more information:
 Please contact CrossTown Connect Dispatch
 978-844-6809

Sachem Way	Nagog Woods (Postal Kiosk)	Avalon Drive (front gate)	Gould's Plaza (Donelan's in front between two entrances)	Acton Plaza 1 & 2 (stop at Crosswalk on No Name Street)	Acton Pharmacy (563 Massachusetts Avenue)	Windsor Green (68 Windsor Avenue)	S. Acton MBTA Station (stop on Central Street at Entrance)	Council on Aging/Audubon Drive	Kmart Parking Lot	Town Hall/Library
8:00 a	8:04 a	8:09 a	No stops				8:25 a	8:30 a	8:40 a	8:48 a
9:00 a	9:04 a	9:09 a	9:16 a	9:24 a	9:28 a	9:30 a	9:35 a	9:39 a	9:44 a	9:50 a
10:00 a	10:04 a	10:09 a	10:16 a	10:24 a	10:28 a	10:30 a	10:35 a	10:39 a	10:44 a	10:50 a
11:00 a	11:04 a	11:09 a	11:16 a	11:24 a	11:28 a	11:30 a	11:35 a	11:39 a	11:44 a	11:50 a
12:00 p	12:04 p	12:09 p	12:16 p	12:24 a	12:28 a	12:30 a	12:35 a	12:39 a	12:44 a	12:50 a
1:00 p	1:04 p	1:09 p	No stops							
2:00 p	2:04 p	2:09 p	2:16 p	2:24 p	2:28 p	2:30 p	2:35 p	2:39 p	2:44 p	2:50 p
3:00 p	3:04 p	3:09 p	3:16 p	3:24 p	3:28 p	3:30 p	3:35 p	3:39 p	3:44 p	3:50 p
4:00 p	4:04 p	4:09 p	4:16 p	4:24 p	4:28 p	4:30 p	4:35 p	4:39 p	4:44 p	4:50 p
5:00p	5:04 p	5:09 p	5:16 p	5:24 p	5:28 p	5:30 p	5:35 p	5:39 p	5:44 p	5:50 p
6:00 p	6:04 p	6:09 p	No stops							

Don't see your stop on the route? Give us a call to see if we can accommodate your request.

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For more information on regional programs go to www.crosstownconnect.org



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Summary of the Conflict of Interest Law for Municipal Employees

This summary of the conflict of interest law, General Laws chapter 268A, is intended to help municipal employees understand how that law applies to them. This summary is not a substitute for legal advice, nor does it mention every aspect of the law that may apply in a particular situation. Municipal employees can obtain free confidential advice about the conflict of interest law from the Commission's Legal Division at our website, phone number, and address above. Municipal counsel may also provide advice.

The conflict of interest law seeks to prevent conflicts between private interests and public duties, foster integrity in public service, and promote the public's trust and confidence in that service by placing restrictions on what municipal employees may do on the job, after hours, and after leaving public service, as described below. The sections referenced below are sections of G.L. c. 268A.

When the Commission determines that the conflict of interest law has been violated, it can impose a civil penalty of up to \$10,000 (\$25,000 for bribery cases) for each violation. In addition, the Commission can order the violator to repay any economic advantage he gained by the violation, and to make restitution to injured third parties. Violations of the conflict of interest law can also be prosecuted criminally.

I. Are you a municipal employee for conflict of interest law purposes?

You do not have to be a full-time, paid municipal employee to be considered a municipal employee for conflict of interest purposes. Anyone performing services for a city or town or holding a municipal position, whether paid or unpaid, including full- and part-time municipal employees, elected officials, volunteers, and consultants, is a municipal employee under the conflict of interest law. An employee of a private firm can also be a municipal employee, if the private firm has a contract with the city or town and the employee is a "key employee" under the contract, meaning the town has specifically contracted for her services. The law also covers private parties who engage in impermissible dealings with municipal employees, such as offering bribes or illegal gifts.

II. On-the-job restrictions.

(a) Bribes. Asking for and taking bribes is prohibited. (See Section 2)

A bribe is anything of value corruptly received by a municipal employee in exchange for the employee being influenced in his official actions. Giving, offering, receiving, or asking for a bribe is illegal.

Bribes are more serious than illegal gifts because they involve corrupt intent. In other words, the municipal employee intends to sell his office by agreeing to do or not do some official act, and the giver intends to influence him to do so. Bribes of any value are illegal.

(b) Gifts and gratuities. Asking for or accepting a gift because of your official position, or because of something you can do or have done in your official position, is prohibited. (See Sections 3, 23(b)(2), and 26)

Municipal employees may not accept gifts and gratuities valued at \$50 or more given to influence their official actions or because of their official position. Accepting a gift intended to reward past official action or to bring about future official action is illegal, as is giving such gifts. Accepting a gift given to you because of the municipal position you hold is also illegal. Meals, entertainment event tickets, golf, gift baskets, and payment of travel expenses can all be illegal gifts if given in connection with official action or position, as can anything worth \$50 or more. A number of smaller gifts together worth \$50 or more may also violate these sections.

Example of violation: A town administrator accepts reduced rental payments from developers.

Example of violation: A developer offers a ski trip to a school district employee who oversees the developer's work for the school district.

Regulatory exemptions. There are situations in which a municipal employee's receipt of a gift does not present a genuine risk of a conflict of interest, and may in fact advance the public interest. The Commission has created exemptions permitting giving and

receiving gifts in these situations. One commonly used exemption permits municipal employees to accept payment of travel-related expenses when doing so advances a public purpose. Another commonly used exemption permits municipal employees to accept payment of costs involved in attendance at educational and training programs. Other exemptions are listed on the Commission's website.

Example where there is no violation: A fire truck manufacturer offers to pay the travel expenses of a fire chief to a trade show where the chief can examine various kinds of fire-fighting equipment that the town may purchase. The chief fills out a disclosure form and obtains prior approval from his appointing authority.

Example where there is no violation: A town treasurer attends a two-day annual school featuring multiple substantive seminars on issues relevant to treasurers. The annual school is paid for in part by banks that do business with town treasurers. The treasurer is only required to make a disclosure if one of the sponsoring banks has official business before her in the six months before or after the annual school.

(c) Misuse of position. Using your official position to get something you are not entitled to, or to get someone else something they are not entitled to, is prohibited. Causing someone else to do these things is also prohibited. (See Sections 23(b)(2) and 26)

A municipal employee may not use her official position to get something worth \$50 or more that would not be properly available to other similarly situated individuals. Similarly, a municipal employee may not use her official position to get something worth \$50 or more for someone else that would not be properly available to other similarly situated individuals. Causing someone else to do these things is also prohibited.

Example of violation: A full-time town employee writes a novel on work time, using her office computer, and directing her secretary to proofread the draft.

Example of violation: A city councilor directs subordinates to drive the councilor's wife to and from the grocery store.

Example of violation: A mayor avoids a speeding ticket by asking the police officer who stops him, "Do you know who I am?" and showing his municipal I.D.

(d) Self-dealing and nepotism. Participating as a municipal employee in a matter in which you, your immediate family, your business organization, or your future employer has a financial interest is prohibited. (See Section 19)

A municipal employee may not participate in any particular matter in which he or a member of his immediate family (parents, children, siblings, spouse, and spouse's parents, children, and siblings) has a financial interest. He also may not participate in any particular matter in which a prospective employer, or a business organization of which he is a director, officer, trustee, or employee has a financial interest. Participation includes discussing as well as voting on a matter, and delegating a matter to someone else.

A financial interest may create a conflict of interest whether it is large or small, and positive or negative. In other words, it does not matter if a lot of money is involved or only a little. It also does not matter if you are putting money into your pocket or taking it out. If you, your immediate family, your business, or your employer have or has a financial interest in a matter, you may not participate. The financial interest must be direct and immediate or reasonably foreseeable to create a conflict. Financial interests which are remote, speculative or not sufficiently identifiable do not create conflicts.

Example of violation: A school committee member's wife is a teacher in the town's public schools. The school committee member votes on the budget line item for teachers' salaries.

Example of violation: A member of a town affordable housing committee is also the director of a non-profit housing development corporation. The non-profit makes an application to the committee, and the member/director participates in the discussion.

Example: A planning board member lives next door to property where a developer plans to construct a new building. Because the planning board member owns abutting property, he is presumed to have a financial interest in the matter. He cannot participate unless he provides the State Ethics Commission with an opinion from a qualified independent appraiser that the new construction will not affect his financial interest.

In many cases, where not otherwise required to participate, a municipal employee may comply with the law by simply not participating in the particular matter in which she has a financial interest. She need not give a reason for not participating.

There are several exemptions to this section of the law. An appointed municipal employee may file a written disclosure about the financial interest with his appointing authority, and seek permission to participate notwithstanding the conflict. The appointing authority may grant written permission if she determines that the financial interest in question is not so substantial that it is likely to affect the integrity of his services to the municipality. Participating without disclosing the financial interest is a violation. Elected employees cannot use the disclosure procedure because they have no appointing authority.

Example where there is no violation: An appointed member of the town zoning advisory committee, which will review and recommend changes to the town's by-laws with regard to a commercial district, is a partner at a company that owns commercial property in the district. Prior to participating in any committee discussions, the member files a disclosure with the zoning board of appeals that appointed him to his position, and that board gives him a written determination authorizing his participation, despite his company's financial interest. There is no violation.

There is also an exemption for both appointed and elected employees where the employee's task is to address a matter of general policy and the employee's financial interest is shared with a substantial portion (generally 10% or more) of the town's population, such as, for instance, a financial interest in real estate tax rates or municipal utility rates.

Regulatory exemptions. In addition to the statutory exemptions just mentioned, the Commission has created several regulatory exemptions permitting municipal employees to participate in particular matters notwithstanding the presence of a financial interest in certain very specific situations when permitting them to do so advances a public purpose. There is an exemption permitting school committee members to participate in setting school fees that will affect their own children if they make a prior written disclosure. There is an exemption permitting town clerks to perform election-related functions even when they, or their immediate family members, are on the ballot, because clerks' election-related functions are extensively regulated by other laws. There is also an exemption permitting a person serving as a member of a municipal board pursuant to a legal requirement that the board have members with a specified affiliation to participate fully in determinations of general policy by the board, even if the entity with which he is affiliated has a financial interest in the matter. Other exemptions are listed in the Commission's regulations, available on the Commission's website.

Example where there is no violation: A municipal Shellfish Advisory Board has been created to provide advice to the Board of Selectmen on policy issues related to shellfishing. The Advisory Board is required to have members who are currently commercial fishermen. A board member who is a commercial fisherman may participate in determinations of general policy in which he has a financial interest common to all commercial fishermen, but may not participate in determinations in which he alone has a financial interest, such as the extension of his own individual permits or leases.

(e) False claims. Presenting a false claim to your employer for a payment or benefit is prohibited, and causing someone else to do so is also prohibited. (See Sections 23(b)(4) and 26)

A municipal employee may not present a false or fraudulent claim to his employer for any payment or benefit worth \$50 or more, or cause another person to do so.

Example of violation: A public works director directs his secretary to fill out time sheets to show him as present at work on days when he was skiing.

(f) Appearance of conflict. Acting in a manner that would make a reasonable person think you can be improperly influenced is prohibited. (See Section 23(b)(3))

A municipal employee may not act in a manner that would cause a reasonable person to think that she would show favor toward someone or that she can be improperly influenced. Section 23(b)(3) requires a municipal employee to consider whether her relationships and affiliations could prevent her from acting fairly and objectively when she performs her duties for a city or town. If she cannot be fair and objective because of a relationship or affiliation, she should not perform her duties. However, a municipal employee, whether elected or appointed, can avoid violating this provision by making a public disclosure of the facts. An appointed employee must make the disclosure in writing to his appointing official.

Example where there is no violation: A developer who is the cousin of the chair of the conservation commission has filed an application with the commission. A reasonable person could conclude that the chair might favor her cousin. The chair files a written disclosure with her appointing authority explaining her relationship with her cousin prior

to the meeting at which the application will be considered. There is no violation of Sec. 23(b)(3).

(g) Confidential information. Improperly disclosing or personally using confidential information obtained through your job is prohibited. (See Section 23(c))

Municipal employees may not improperly disclose confidential information, or make personal use of non-public information they acquired in the course of their official duties to further their personal interests.

III. After-hours restrictions.

(a) Taking a second paid job that conflicts with the duties of your municipal job is prohibited. (See Section 23(b)(1))

A municipal employee may not accept other paid employment if the responsibilities of the second job are incompatible with his or her municipal job.

Example: A police officer may not work as a paid private security guard in the town where he serves because the demands of his private employment would conflict with his duties as a police officer.

(b) Divided loyalties. Receiving pay from anyone other than the city or town to work on a matter involving the city or town is prohibited. Acting as agent or attorney for anyone other than the city or town in a matter involving the city or town is also prohibited whether or not you are paid. (See Sec. 17)

Because cities and towns are entitled to the undivided loyalty of their employees, a municipal employee may not be paid by other people and organizations in relation to a matter if the city or town has an interest in the matter. In addition, a municipal employee may not act on behalf of other people and organizations or act as an attorney for other people and organizations in which the town has an interest. Acting as agent includes contacting the municipality in person, by phone, or in writing; acting as a liaison; providing documents to the city or town; and serving as spokesman.

A municipal employee may always represent his own personal interests, even before his own municipal agency or board, on the same terms and conditions that other similarly situated members of the public would be allowed to do so. A municipal employee may also apply for building and related permits on behalf of someone else and be paid for doing so, unless he works for the permitting agency, or an agency which regulates the permitting agency.

Example of violation: A full-time health agent submits a septic system plan that she has prepared for a private client to the town's board of health.

Example of violation: A planning board member represents a private client before the board of selectmen on a request that town meeting consider rezoning the client's property.

While many municipal employees earn their livelihood in municipal jobs, some municipal employees volunteer their time to provide services to the town or receive small stipends. Others, such as a private attorney who provides legal services to a town as needed, may serve in a position in which they may have other personal or private employment during normal working hours. In recognition of the need not to unduly restrict the ability of town volunteers and part-time employees to earn a living, the law is less restrictive for "special" municipal employees than for other municipal employees.

The status of "special" municipal employee has to be assigned to a municipal position by vote of the board of selectmen, city council, or similar body. A position is eligible to be designated as "special" if it is unpaid, or if it is part-time and the employee is allowed to have another job during normal working hours, or if the employee was not paid for working more than 800 hours during the preceding 365 days. It is the position that is designated as "special" and not the person or persons holding the position. Selectmen in towns of 10,000 or fewer are automatically "special"; selectman in larger towns cannot be "specials."

If a municipal position has been designated as "special," an employee holding that position may be paid by others, act on behalf of others, and act as attorney for others with respect to matters before municipal boards other than his own, provided that he has not officially participated in the matter, and the matter is not now, and has not within the past year been, under his official responsibility.

Example: A school committee member who has been designated as a special municipal employee appears before the board of health on behalf of a client of his private law practice, on a matter that he has not participated in or had responsibility for as a school committee member. There is no conflict. However, he may not appear before the school committee, or the school department, on behalf of a client because he has official responsibility for any matter that comes before the school committee. This is still the case even if he has recused himself from participating in the matter in his official capacity.

Example: A member who sits as an alternate on the conservation commission is a special municipal employee. Under town by-laws, he only has official responsibility for matters assigned to him. He may represent a resident who wants to file an application with the conservation commission as long as the matter is not assigned to him and he will not participate in it.

(c) Inside track. Being paid by your city or town, directly or indirectly, under some second arrangement in addition to your job is prohibited, unless an exemption applies. (See Section 20)

A municipal employee generally may not have a financial interest in a municipal contract, including a second municipal job. A municipal employee is also generally prohibited from having an indirect financial interest in a contract that the city or town has with someone else. This provision is intended to prevent municipal employees from having an “inside track” to further financial opportunities.

Example of violation: Legal counsel to the town housing authority becomes the acting executive director of the authority, and is paid in both positions.

Example of violation: A selectman buys a surplus truck from the town DPW.

Example of violation: A full-time secretary for the board of health wants to have a second paid job working part-time for the town library. She will violate Section 20 unless she can meet the requirements of an exemption.

Example of violation: A city councilor wants to work for a non-profit that receives funding under a contract with her city. Unless she can satisfy the requirements of an exemption under Section 20, she cannot take the job.

There are numerous exemptions. A municipal employee may hold multiple unpaid or elected positions. Some exemptions apply only to special municipal employees. Specific exemptions may cover serving as an unpaid volunteer in a second town position, housing-related benefits, public safety positions, certain elected positions, small towns, and other specific situations. Please call the Ethics Commission's Legal Division for advice about a specific situation.

IV. After you leave municipal employment. (See Section 18)

(a) Forever ban. After you leave your municipal job, you may never work for anyone other than the municipality on a matter that you worked on as a municipal employee.

If you participated in a matter as a municipal employee, you cannot ever be paid to work on that same matter for anyone other than the municipality, nor may you act for someone else, whether paid or not. The purpose of this restriction is to bar former employees from selling to private interests their familiarity with the facts of particular matters that are of continuing concern to their former municipal employer. The restriction does not prohibit former municipal employees from using the expertise acquired in government service in their subsequent private activities.

Example of violation: A former school department employee works for a contractor under a contract that she helped to draft and oversee for the school department.

(b) One year cooling-off period. For one year after you leave your municipal job you may not participate in any matter over which you had official responsibility during your last two years of public service.

Former municipal employees are barred for one year after they leave municipal employment from personally appearing before any agency of the municipality in connection with matters that were under their authority in their prior municipal positions during the two years before they left.

Example: An assistant town manager negotiates a three-year contract with a company. The town manager who supervised the assistant, and had official responsibility for the contract but did not participate in negotiating it, leaves her job to work for the

company to which the contract was awarded. The former manager may not call or write the town in connection with the company's work on the contract for one year after leaving the town.

A former municipal employee who participated as such in general legislation on expanded gaming and related matters may not become an officer or employee of, or acquire a financial interest in, an applicant for a gaming license, or a gaming licensee, for one year after his public employment ceases.

(c) Partners. Your partners will be subject to restrictions while you serve as a municipal employee and after your municipal service ends.

Partners of municipal employees and former municipal employees are also subject to restrictions under the conflict of interest law. If a municipal employee participated in a matter, or if he has official responsibility for a matter, then his partner may not act on behalf of anyone other than the municipality or provide services as an attorney to anyone but the city or town in relation to the matter.

Example: While serving on a city's historic district commission, an architect reviewed an application to get landmark status for a building. His partners at his architecture firm may not prepare and sign plans for the owner of the building or otherwise act on the owner's behalf in relation to the application for landmark status. In addition, because the architect has official responsibility as a commissioner for every matter that comes before the commission, his partners may not communicate with the commission or otherwise act on behalf of any client on any matter that comes before the commission during the time that the architect serves on the commission.

Example: A former town counsel joins a law firm as a partner. Because she litigated a lawsuit for the town, her new partners cannot represent any private clients in the lawsuit for one year after her job with the town ended.

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This summary is not intended to be legal advice and, because it is a summary, it does not mention every provision of the conflict law that may apply in a particular situation. Our website, <http://www.mass.gov/ethics>, contains further information about how the law applies in many situations. You can also contact the Commission's Legal Division via

our website, by telephone, or by letter. Our contact information is at the top of this document.

Version 6: Revised May 10, 2013

ACKNOWLEDGMENT OF RECEIPT

I, _____, an employee at _____,
(first and last name) *(name of municipal dept.)*
hereby acknowledge that I received a copy of the summary of the conflict of interest law
for municipal employees, revised May 10, 2013, on _____.
(date)

Municipal employees should complete the acknowledgment of receipt and return it to the individual who provided them with a copy of the summary. Alternatively, municipal employees may send an e-mail acknowledging receipt of the summary to the individual who provided them with a copy of it.

“Changes and Challenges in Suburban Policing” Hearing from those who serve our towns

**Forum sponsored by
League of Women Voters-Acton Area**

Wednesday, January 20, 2016

7:30 p.m.

**Acton Town Hall, Faulkner Room 204
472 Main Street**

Police Chiefs or their representatives from the towns of Acton, Boxborough, Littleton, Maynard and Stow will participate in the Forum. Issues of Substance Abuse, Mental Health, Domestic Violence, and other demands currently confronting police officers are among the challenges to be discussed. Audience members will have the opportunity to ask questions.



The League of Women Voters-Acton Area serves the towns of Acton, Boxborough, Littleton, Maynard and Stow. For more information, visit www.lwv-aa.org, or contact Marge Kennedy, mgeken@comcast.net, 978-263-3635.