

TOWN OF LAKEVILLE, MA

A HANDBOOK FOR
APPOINTED AND ELECTED
OFFICIALS

2022



Adopted January 24, 2022

Table of Contents

<u>Introduction to the Committee Handbook</u>	4
Purpose	4
Additional Publications.....	4
Listing of Positions and Terms	4
<u>Formation of Committees and Membership</u>	5
Committee Formation.....	5
Committee Vacancies	5
Appointed Committees.....	6
Term of Office	6
Oath of Office.....	6
Conflict of Interest Law	7
Willful Refusal to Comply Online Ethics Test	7
Conflict of Interest Statute as it Applies to Committee Appointments.....	7
Purpose	7
Provisions.....	7
Persons the Conflict of Interest Governs.....	8
Designation of Committee Members as “Special” Municipal Employees.....	9
<u>Boards and Committees Standards of Conduct</u>	9
Speaking for a Committee.....	10
Reappointment	10
Resignation.....	10
Other Terminations	10
Attendance Requirements	10
Associate Membership.....	10
Mission and Plan of Action.....	10
<u>Officers</u>	11
Committee Organization.....	11
Chair	11
Vice Chair	12
Secretary/Clerk	12
Recording Secretary.....	12

Select Board Liaison	12
<u>Public Meetings</u>	12
Definition.....	12
Open Meeting Law (OML) – M.G.L. c.30A, §§ 18-25	13
General Information	13
Recordings.....	13
General Guidelines.....	13
Executive Session	14
Meeting Schedule	14
Meeting Location	14
Public Hearings.....	15
Posting Notice	15
Recordkeeping	15
Open Meeting Law (OML) Section 22 (Minutes).....	15
Public Records Law.....	16
Social Media Policy	17
Email, Texting, Telephone or Other	17
Open Meeting Complaints -Procedure.....	18
<u>Budgets</u>	18
Committee Budgets	18
<u>Reporting Considerations</u>	18
Town Meeting	18
Annual Town Report	19
<u>Executive Session Information (OML, Section 21a)</u>	20
Public Body Checklist for Creating and Approving Meeting Minutes	22
Public Body Checklist for Posting a Meeting Notice	23
Public Body Checklist for Entering into Executive Session	24
<u>Conflict of Interest Forms (Disclosures)</u>	
Disclosure of Appearance of Conflict of Interest (MG.L.c268A, §23 (b)(3) Form).....	25
Disclosure By Non-Elected Municipal Employee (G.L. c268A, §19)	27
<u>Sources of Information</u>	30

INTRODUCTION TO THE APPOINTED COMMITTEE HANDBOOK

Purpose

The Select Board's Office has provided this Committee Handbook to assist the Town of Lakeville's many boards, commissions and committees. In order to have a board that is efficient, it is essential that board members be properly oriented so they will understand their duties and carry them out effectively. The Handbook provides a brief description of procedures which may be well known to many but less familiar to others. It also provides information about important state statutes, such as the Open Meeting Law and the Conflict of Interest/Ethics Law.

Additional Publications

This Handbook does not attempt to duplicate all the details available online. All committee members should read the Town of Lakeville's General By-laws, which are available on the Town's website (www.lakevillema.org). The By-laws serve as the foundation of Lakeville government.

In addition, the Town of Lakeville Annual Report provides a summary of Committee activities as well as other details of Town activities for each calendar year (January thru December). Several years of Annual Reports are available on the Town's website: www.lakevillema.org, with hard copies of previous years available in the Town Clerk's Office, Lakeville Public Library, and at the State Library of Massachusetts, c/o Documents Librarian, State House Rm 341, Boston, 02133.

New Committee members will be provided with a copy of the mission statement or purpose and other written information about the Committee's specific role, powers and duties, and rules and regulations, as well as any issues frequently encountered by the Committee. Committees may request training from Town staff, Town Counsel and other sources by making a written request to the Town Administrator at any time.

See the Appendices section of this Handbook for additional resources.

Listing of Positions and Terms

ELECTED POSITIONS	<u>Number of Positions</u>	<u>Term</u>
Board of Assessors	3	3 years
Board of Health	3	3 years
Cemetery Commission	3	3 years
Finance Committee	3	3 years
Freetown-Lakeville Regional School District Committee	3	3 years
Park Commission	5	3 years
Planning Board	5	5 years
Select Board	3	3 years
Town Clerk	1	3 years
Town Moderator	1	1 year
Trustees of Public Library	3	3 years

SELECT BOARD APPOINTED POSITIONS

	<u>Members</u>	<u>Term</u>
Agricultural Commission	7	3 years
Board of Appeals	5/2 Alt	3 years
Board of Registrars	4	3 years
Cable TV Advisory Committee	5	1 year
Capital Expenditures Committee	5/ 1 appt by BOS	1 year
Conservation Commission	5/1 Alt	3 years
Council on Aging	9/2 Alt	3 years
Economic Development Committee	5/ 1 Alt	1 year
Emergency Planning Committee	11	1 year
Energy Advisory Committee	6	1 year
GATRA Advisory Board	1/ 1 Alt	1 year
Historical Commission	5/ 2 Alt	3 years
Lakeville Arts Council	8	3 years
Master Plan Implementation Committee	6	1 year
Open Space Committee	5	1 year
Rent Control Board	2-3	1 year
Town Forest Committee	3	3 years
TOWN MODERATOR APPOINTED POSITION		
Capital Expenditures Committee	2 At Large	1 year
FINANCE COMMITTEE APPOINTED POSITION		
Capital Expenditures Committee	1	1 year

FORMATION OF COMMITTEES AND MEMBERSHIP

Committee Formation

Committees may be elected or appointed, depending on the requirements of State law and the Town’s By-laws. State statutes and the Town’s By-laws outline their powers and duties. Town Meeting may also request the appointment of a committee by approving an article for the purpose. The appointing authority prepares the charges detailing the function, composition, appointing body and more and received the report and recommendations of the committee. If appropriate, the committee may also report to Town Meeting.

Committee Vacancies

Notices about committee vacancies are generally published on the Town’s website, newsletters and announced during Select Board meetings. Individuals interested in being considered for appointment should complete a separate application for each committee, commission or board on which they would like to serve. The only exception to this protocol is for nominees from a home committee to serve as a representative on a second committee. In this case, informing the Appointing Authority of the choice will suffice. If the chosen nominee is not on the home committee but is a selected community member then an Appointment Application is required.

Applications are available on the Town’s website and may be submitted via email. Applicants who do not have access to a computer may call the Select Board’s Office at 508-946-8803 to request a

form. The completed form should be returned to the Select Board's Office at 346 Bedford Street, Lakeville, MA. Application or letter should include a copy of the interested resident's resume and a cover letter explaining any potential conflicts of interest. If there are no openings on the resident's committee of choice, his/her application will be held on file for two years for consideration should an opening occur.

Residents are encouraged to attend meetings of the committee of interest to learn about the committee's role in the community. Once an application is received by the Select Board's Office, a meeting with the Town Administrator, the chairperson of the committee and/or a Department Head will be set up to discuss the next steps.

Appointed Committees

In the case of non-elected committees, the goal of the appointing authorities is to appoint qualified and interested Lakeville residents who are broadly representatives of the Town. The appointing authorities carefully consider applications and suggestions from many sources, including but not limited to, appointment applications, verbal expressions of interest, recommendation by committees' chairs, etc. They also take into account as many relevant factors as possible and make a special effort to ensure representation of the Town is made. Selections are based on current committee composition, qualifications, experience, recommendations, available space and attendance records and previous performance, when available. Non-residents may serve on committees when the appointing authority deems it in the best interest of the committee and the Town. All other individuals must be a resident of the Town of Lakeville.

All appointees receive a written notification of appointment. The Certificate of Appointment, which is signed by the appointing authority, must be presented to the Town Clerk. All appointees must be sworn in by the Town Clerk prior to attending a committee meeting as an official member. Members of voting committees not sworn into their official positions can be challenged on their vote and subsequently voided if they have not completed this step in the appointment process.

Term of Office

The full term of office for most committee positions is either one or three years, ending on July 31st of each year. If a vacancy occurs in the membership of an appointed committee, the appointing authority shall appoint a new member to serve for the balance of the unexpired term. Elected officials' terms end the day after the election day if not re-elected.

Oath of Office

A written notification of appointment will be issued to appointed and reappointed committee members, who must report to the Town Clerk's Office to be sworn to the faithful performance of their duties prior to taking any official action as a member of a committee or board (M.G.L. c. 41, §107), and will be required to sign their oath of office certification.

It is particularly important that all elected and appointed officials take the required oath of office to faithfully perform their duties and participate in required training and certificates when applicable. An appointed member is not qualified to take any official action until after he/she has taken the oath of office. In addition, his/her predecessor is still legally in office until this oath has been administrated.

It is also important that members of certain boards which have quasi-judicial powers, such as the Zoning Board of Appeals or the Conservation Commission, take their oaths of office. If litigation

results from some action taken by such a board, the case may be lost if all board members involved in the action have not taken the required oath.

Each appointment has its own Certificate of Appointment. If an individual serves on multiple committees in various capacities, a separate Certificate of Appointment must be signed and the individual sworn in for each role.

Conflict of Interest Law

Every year, all municipal employees and board, committee and commission members must be given a summary of the conflict of interest Law by the Town Clerk and prepared by the State Ethics Commission and, every two years, must complete an online training program prepared by the State Ethics Commission. The online program is available at www.muniprogram.state.ma.us. Committee members completing the program online will be prompted to print a Certificate of Completion, which must be provided to the Town Clerk's Office.

Penalty: Willful Refusal to Comply Online Ethics Test

The Conflict of Interest Law requires the Town Clerk to notify the State Ethics Commission for non-compliance. The Ethics Commission can impose a civil penalty up to \$10,000 (\$25,000 for bribery cases) for each violation of the law, and can order a violator to repay any economic advantage he/she gained by the violation, and to make restitution to injured third parties. Violations of the conflict of interest law can also be prosecuted criminally.

Failure to complete the training program and the accompanying test will be considered cause for removal by the appointing authority. New appointees must complete the ethics test within 30 days of appointment. Information for both is available on the Town's website (www.lakevillema.org).

Conflict of Interest Statute as It Applies to Committee Appointees

M.G.L. Chapter 268A, see also the State Ethics Commission Website: <http://www.mass.gov/ethics/>

Purpose

According to *A Practical Guide to the Conflict-of-Interest Law for Municipal Employees* <https://www.mass.gov/service-details/summary-of-the-conflict-of-interest-law-for-municipal-employees> published by the State Ethics Commission, the "purpose of the conflict law is to ensure that public employees' private financial interests and personal relationships do not conflict with their public obligations. The law is broadly written to prevent a public employee from becoming involved in a situation which could result in a conflict or give the appearance of a conflict."

"The law restricts what a public employee may do: (1) on the job; (2) after hours (or 'on the side'); and (3) after leaving public service."

Please see the Appendix for the required disclosure forms.

- Disclosure of Appearance of Conflict of Interest as required by MGL 268A §23(b)(3) Form (see Appendix)
- Disclosure of Financial Interest by Municipal Employee and Determination by Appointing Authority Form MGL 268A § 19 (see Appendix)

Provisions

The law prohibits a variety of actions, including bribery, extra pay, receipt of gifts or privileges because of a committee member's official action, and acting as an agent or attorney for anyone in a claim against or doing business with the Town. The law prohibits all municipal employees from

participating in a particular matter in which committee members or any of the following have a financial interest:

- Immediate family,
- Partner or business associate,
- A business organization in which a committee member serves as an officer, director, trustee, partner or employee (including a non-profit organization), or;
- Any person or organization with which committee members are negotiating or have any arrangement concerning prospective employment.

If committee members have a conflict of interest or an appearance of conflict in any matter before the board or committee, they should not be counted in the quorum nor should they participate in or be present for any pertinent discussions or votes. The law provides for the legal determination of conflict of interest status for any employee with the submission of a request to the appointing authority or the State Ethics Commission. The law also provides for continued service in certain circumstances if full disclosure is made or a special exemption is granted by the appointing authority with advice from Town Counsel. If committee members have any questions about their activities, they should contact the State Ethics Commission at 888-485-4766, and should also file a written request to the Town Administrator. The answer to the request will be provided in writing and will become a matter of public record.

Recusal is the responsibility of the individual member and is not subject to request by members of the committee or the public. When a committee member recognizes that a potential conflict of interest exists, the member should announce recusal from all participation in the matter, i.e., from discussing, questioning, commenting and voting and should be reflected in the minutes of the meeting.

Persons Covered by the Conflict-of-Interest Law

Municipal Employees: “The conflict law regulates the conduct of public officials and employees (referred to collectively in the law as ‘employees’) at the state, county and municipal levels of government. The term ‘employee’ at each level is defined expansively. You are considered a municipal employee if you hold any office, position, employment or membership in any municipal agency. It does not matter whether you are paid or unpaid or whether you serve full-time or part-time. People who work as consultants or on an intermittent basis are generally covered, as well. For example, unpaid members of local town or city boards or commissions are municipal employees, as are private citizens serving on a special advisory committee (emphasis added) appointed by the Select Board to make recommendations on specific issue.”

“Special” Municipal Employees: “‘Special’ municipal employee status may be assigned to certain municipal positions by vote of the Select Board, board of aldermen or city council. Two sections of the conflict law apply less restrictively to special municipal employees. You are eligible to be designated as a special municipal employee provided that: (1) you are not paid; (2) you hold a part-time position which allows you to work at another job during normal working hours; or (3) you were not paid by the city or town for more than 800 working hours (approximately 20 weeks full-time) during the preceding 365 days.” However, an entire board, and not a single individual receives the designation, which is why it is rarely granted.

Specifically, it is the municipal position which is designated as having “special” status, not the individual. Therefore, all employees holding the same office or position must have the same classification as special. For instance, one member of a school committee may not be classified as a special employee unless all members are similarly classified.”

Designation of Committee members as “Special” Municipal Employees

The Select Board votes to designate some committee members as “Special” Municipal Employees. Under the provisions of this law, some but not all Town of Lakeville committee members have been designated as “Special” Municipal Employees.

Special Municipal Employees Designations and Dates:

- | | |
|---|--------------|
| • Energy Advisory Committee | June 2020 |
| • Highway Department Administrative Assistant | June 2020 |
| • Zoning Board of Appeals | June 2020 |
| • Board of Assessors | June 2020 |
| • Conservation Commission | June 2020 |
| • Special Police Officers | June 2020 |
| • Planning Board | October 2020 |

Board and Committee Standards of Conduct (as stated by the Secretary of State)

1. A member of a board or committee in relation to his or her community should:
 - a. Realize that his or her basic function is to carry out the board or committee’s mandated responsibilities and develop town policy related thereto, with administration delegated to the Town Administrator.
 - b. Realize that he or she is one of a team and should abide by board or committee decisions once they are made.
 - c. Be well-informed concerning the duties of board/committee members on both local and state levels.
 - d. Remember that he or she represents the entire community at all times.
 - e. Accept appointment as a means of unselfish service, not to benefit personally or politically from any board or committee activities in accordance with the law.
 - f. In all appointments or contract awards avoid political patronage by judging all individuals solely on merit, experience and qualifications.
 - g. Abide by the ethics established by the Commonwealth and not use the position to obtain inside information on matters which may benefit someone personally.
2. A member of a board or committee in his or her relations with administrative staff of the Town should:
 - a. Endeavor to establish sound, clearly defined policies that will direct and support the administration for the benefit of the people of the community.
 - b. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - c. Give the Town Administrator the appropriate responsibility for discharging his or her disposition and solution.
3. A member of a board or committee in his or her relations with fellow board/committee members should:
 - a. Recognize that action at official legal meetings is binding and that he or she cannot bind the board or committee outside of such meetings.
 - b. Not make statements or promises of how he or she will vote on matters that will come before the board/committee until he or she has had an opportunity to hear the pros and cons of the issue.
 - c. Uphold the intent of Executive Session and respect the privileged communication that exists in Executive Session.
 - d. Make decisions only after all facts on a question have been presented and discussed.
 - e. Treat with respect and civility the rights of all fellow members, attendees and staff despite difference of opinion.

Speaking for a Committee

An individual board member has a right to speak publicly as a private citizen but should not purport to represent the committee or exercise the authority of the committee except when specifically authorized by a majority vote of the body to do so. If members identify themselves as members when speaking as a private citizen, it may be perceived that they are speaking for the committee. Such a perception should be avoided. An individual board member should clearly identify his/herself and state publicly that they are speaking as a private citizen authorized to speak on behalf of his/her board for the record.

Reappointment

Reappointment is based on the recommendation of the chair of the committee, who considers the member's contributions, the desirability of widespread involvement, and changing needs of the committee and the Town. Some committees may have a term limit requirement as outlined in their bylaws.

In cases where special training or expertise is required, longer periods of service may be appropriate. A committee member is under no obligation to accept reappointment, nor is the appointing authority obligated to offer reappointment.

Resignation

A committee member who is no longer able to serve should resign promptly in order to allow the vacancy to be filled. A written resignation must be submitted to the appointing authority and the committee chair with copies submitted to the Select Board's Office and the Town Clerk.

Other Terminations

In rare circumstances such as continued, unexplained absences or conflicts of interest, the appointing authority may ask for a member's resignation or, if necessary, revoke the appointment. Also, an appointment may be terminated if the committee member fails to attend meetings without sufficient reason.

Attendance Requirements

Chairmen of each appointed committee, commission or board are required to record the meeting attendance of their members. The attendance record should be submitted to the Select Board by June 15th of each year and will be utilized during the consideration of reappointments.

Associate Membership

From time to time, a committee may find it useful to appoint associate members to assist a committee in the successful completion of its mission. Appointments of associate members are made by the appointing authority, provided the committee submits written substantiation of the need for associate members. Associate members are appointed for terms of one (1) year.

Mission and Plan of Action

The committee should review the mission statement by the appointing authority at an early meeting and periodically thereafter in order to keep work focused and moving toward its goals. When the committee is established by Town Meeting action, the appointing authority usually incorporates the purpose of the article within the mission statement. However, the Town Meeting vote is advisory and not legally binding.

The committee, with advice from staff and the appointing authority, should develop a plan of action to accomplish the objectives. The plan should include major reporting milestones so that the committee and the appointing authority may assess the committee's progress.

OFFICERS

Committee Organization

Committees should designate a Chair, Vice-Chair and Secretary annually; usually at the first meeting after new terms begin in August. It is the responsibility of the chair to notify the appointing authority, Town Clerk and the Select Board's Office of changes in officers.

Chair

The chair's primary responsibility is the fair facilitation of meetings. The chair presides at all meetings, sets the agenda, decides questions of order, calls special meetings, and signs official documents that require the chair's signature. The chair has the same rights as other members to offer resolutions, make or second motions, discuss questions, and to vote on matters before the committee. Generally speaking, the chair should allow other members to make and second motions and should be mindful in offering amendments to motions and in discussion since the chair's primary role is to facilitate a full range of opinion from the committee and, in a public hearing, from the public.

The duties of the chair typically include:

- a. Preparing agendas
- b. Assuring needed material will be available to the committee
- c. Ensuring that agendas are posted in accordance with Open Meeting Law
- d. Establishing a meeting calendar
- e. Reserving meeting space
- f. Notifying the appointing authority of important changes to the committee
- g. Submitting the Annual Report

Depending on the committee, however, some duties may be performed by the chair or by other elected officials of the committee or in some cases, by the staff liaison. He or she would:

1. Prepare agendas and other materials: Ideally, the tentative agenda for the next meeting, the minutes of the previous meeting and other necessary documents for the committee to discuss the topics. The chair will discuss the distribution of agenda materials with committee members. The detailed agenda including a list of topics expected to be discussed, the meeting time and location.
2. Reserve meeting rooms and post meeting with the Town Clerk which **needs to be submitted to the Town Clerk's Office two or more business days (a minimum of 48 hours, excluding Saturday, Sunday and legal holidays)** prior to the meeting. The information then will be posted by the Town Clerk in the Town Clerk's office and included in the calendar on the town's website (www.lakevillema.org).

NOTE: All meeting notices are posted by the Town Clerk's Office. The meeting notice, which includes the agenda, is posted on the Town's website calendar as the primary posting site with the secondary place being the Town Clerk's Office. Open Meeting Notices must be submitted to the Town Clerk's Office at least one (1) hour prior to the close of business.

Except in an emergency, a public body must post a notice of a meeting at least 48 hours in advance, excluding Saturdays, Sundays, and legal holidays. All other material can be posted on the Town's Website under "Agendas" under the committee's webpage.

Vice Chair

The vice-chair serves as the chair whenever the latter is absent or steps down from meetings and performs other necessary duties.

Secretary/Clerk

The committee's secretary/clerk is responsible for taking and transcribing the committee's minutes, recording any amendments, ensuring the approved minutes are posted on the Town's website under the boards or commissions' webpage and **filing the approved minutes with the Town Clerk's Office** or ensuring that these functions are performed by staff.

In accordance with MGL c. 30A, §22(c), (g2), Town boards and committees shall create and approve minutes of all open sessions in a timely manner. A "timely manner" will be considered to be within the next three (3) public meetings or within 30 days, whichever is later, unless the public body can show good cause for further delay. The minutes of an open session, if they exist and whether approved or in draft form, shall be available upon request by any person within **"10 days."**

Recording Secretary

Some committees may have a recording secretary, the responsibilities of the recording secretary are identical to those of committee appointed secretary/clerk. A recording secretary is a non-voting member of the committee who records and files the minutes for the committee.

Select Board Liaison

The Select Board may designate a liaison to represent the Board's interests and to act as a point of contact. Although they may attend only some meetings, the liaison should receive all the agenda materials and minutes. The Select Board liaison is a resource available to the committee to answer questions on procedure and policy. Reports on the committee's activities to the Board and, when necessary, helps bring committee issues that need attention to Town Meeting.

PUBLIC MEETINGS

Definition

A public meeting is a deliberation by a quorum of the public body. A quorum, which consists of greater than 50% of the full membership: i.e., at least four (4) members must be in attendance quorum for a committee with seven (7) members, is necessary for public business. When a board or committee meeting is posted and less than a quorum is available for the meeting, the following steps should be taken:

1. Meeting should be cancelled, and the Town Clerk's office contacted as soon as possible so the cancellation can be posted on the website and in Town Clerk's Office.
2. If the lack of a quorum becomes known as the members gather, the attending members should simply announce that due to lack of a quorum a meeting cannot be held, and then the group should disband.

In certain instances, associate, alternate and ex officio members may fulfill a quorum vote when necessary. Town Counsel advice may be sought prior to taking any votes using an associate, alternate or ex officio member.

A meeting occurs whenever a quorum of the committee members convenes to discuss or consider public business or policy over which the committee has jurisdiction or advisory authority.

Open Meeting Law (OML) – M.G.L. c30A, §§ 18-25

General Information

The Massachusetts Open Meeting Law (<http://www.mass.gov/ago/government-resources/open-meeting-law/>) requires that all meetings of elected or appointed boards, committees or subcommittees be open to the public except in ten specific situations where an Executive Session is permitted (see Section 12a, OML, Executive Session; see Section 4.4 below). Votes taken in open session may not occur by secret ballot.

The law does not apply to chance meetings or social occasions; however, such meetings cannot be used to circumvent the requirement of discussing and deliberating at public meetings.

The Open Meeting Law does not contravene other laws, such as the Privacy Act. If clarification is needed, particularly concerning Executive Session and the rights of individuals, the committee chair may request that the Town Administrator obtain advice on specific questions from Town Counsel.

Recordings

Any person may record an open meeting with audio and/or video equipment provided there is no active interference with the conduct of the meeting and with verbal permission of the chair. The manner in which this right is to be exercised is subject to the reasonable direction of the chair, but is usually done at the onset of the meeting. At the beginning of the meeting, the chair should inquire if any person or entity is recording the meeting.

General Guidelines

A committee may adopt formal rules of order, such as **Robert's Rules of Parliamentary Procedure**. Although most small committee discussions may seem too casual to be called debate, it is advisable for the committee to observe a minimum of generally accepted procedures. Attentive guidance by the chair and adherence to adopted procedures can increase efficiency as well as maintain objectivity.

The chair should limit participants to concise, non-repetitive statements. In some cases, establishing time limits may be advisable. All who wish to speak should be allowed to do so before anyone is invited to speak a second time. Although desirable, it is not necessary for the committee to continue discussion until complete consensus is achieved. Other actions such as calling for a vote, postponing until more information is available, or referring to a subcommittee are potential options as opposed to a final vote.

Committees discuss the merits of issues; personal or uncivil comments are considered out of order. Visitors may be allowed to participate if recognized by the chair; time constraints and agendas often require brevity (OML 20(g)). It may be advisable for the chair to remind speakers of time and repetition limits. No one may speak at a committee meeting without permission of the chair and should identify themselves and their address or residency before speaking. If a speaker refuses to be silent after a warning from the chair, the chair has the authority to order the speaker removed from the meeting by the Police. Nevertheless, all committee members represent and serve the

Town; they should treat all visitors and other committee members with courtesy and consideration. It is strongly recommended to permit public participation in some form, such as a short period reserved for comment at each meeting or on a particular issue on the agenda. Public participation is expected during scheduled public hearings.

Executive Session

An Executive Session is closed to the public, but the committee must first convene in open session for which notice has been posted. A majority of the members must vote, by roll-call vote entered into the minutes, in favor of a motion to go into executive session. The motion must specify a reason that complies with the State’s Open Meeting Law and include a statement that there would be a detrimental effect on the position of the governing body if the discussion were in open session and state whether the open session will reconvene following executive session. Please refer to the executive session provisions of the Open Meeting Law, included at the end of this document, for reference.

All votes taken in executive session are recorded by roll call and become a part of the record of that session. Topics discussed in executive session are confidential, and attendees are prohibited from discussing the proceedings with anyone who was not present for the meeting. Accurate records/minutes of the executive session shall be maintained pursuant to Section 23 of the OML (Complaints and Remedies) and shall be released to the public only when the purpose for the executive session no longer exists by vote of the committee.

Meeting Schedule

The frequency of meetings depends on a committee’s workload. Most meetings are commonly held weekly, biweekly, monthly or bimonthly. The chair calls each meeting. When possible, a regular meeting day, hour and location should be established. Public hearings are not permitted on Election Days and public holidays, and the Secretary of State’s office strongly recommends that committees refrain from meeting on those dates.

The list of official holidays follows:

New Year’s Day	January 1st
Martin Luther King Jr. Birthday	Third Monday in January
Washington Birthday	Third Monday in February
Patriots Day	Third Monday in April
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran’s Day	November 11th
Thanksgiving	Fourth Thursday in November
Christmas Day	December 25th
	<i>Revised 2021</i>

Meeting Location

Meetings must be held in a place which is open to the public and accessible to the handicapped. Committees should make every effort to meet in a public building. A committee may reserve a room in a Town building by contacting the following:

- Town Hall: 508-946-8803 (Select Board’s Office)
- Lakeville Library: 508-947-9028

- Senior Center: 508-947-7224 (Council on Aging)
- Police Station: 508-947-4422 (Rita Garbitt Meeting Room)

Public Hearings

A public hearing is held for the purpose of obtaining information from which the board can reach a determination, usually regarding the issuance of a license or permit or some other approval. Abutters are often required to be notified by Certified Mail and may attend to observe and participate in the public testimony portion of the hearing.

The Select Board, Planning Board, Finance Committee, Zoning Board of Appeals, Conservation Commission and Board of Health are sometimes required by state law or local regulation to hold public hearings. Hearings are held for the purpose of obtaining information from which the board can use to reach a determination, usually regarding the issuance of a license or permit.

Public hearings will typically have requirements and timeframes for advertising and posting public notice of the hearing, notifying abutters, and rendering and filing a decision and the purpose for filing an appeal. These requirements vary depend on the type of hearing. It is the responsibility of the chair to ensure that the requirements of the public hearing process are properly followed.

Posting Notice

It is the responsibility of the committee (the chair, secretary or staff liaison) to give notice to the Town Clerk's office of the committee's meeting notice with the time, date, place and a list of topics to be discussed. Except for emergency meetings, meetings **must be posted two (2) full days (48 hours) in advance** by the Town Clerk; not including Saturdays, Sundays or legal holidays (OML section 20b). In the case of an emergency meeting (sudden, unexpected occasions which require immediate action by the body), the 48 hour posting requirement can be waived however, the Town Clerk must be informed, and the emergency meeting posted as soon as possible. The Town Clerk is responsible by state law for maintaining a current listing of all posted meeting on the Town's website calendar at www.lakevillema.org and the secondary place being the Town Clerk' Office.

The meeting notice/agenda should include all matters that the chair "reasonably anticipates will be discussed at the meeting." This requirement is designed to give adequate public notice of the information to be discussed and specificity rather than generality is desired. Any changes to a posted meeting notice require a revision. All revisions to an agenda must be given to the Town Clerk's office as soon as possible so that it can be updated on the website and posted in the Town Clerk's office.

Recordkeeping

Committees should strive for transparency, posting minutes as soon as they become available. State law requires that a committee maintain accurate records of its public meetings. The committee must vote as a body to accept all minutes. These records are public information, and chairs, their designees or the staff liaison must post a copy of all approved minutes in electronic format (stored in an archive online) and in addition, a hard copy of approved minutes must be filed with the Town Clerk's Office.

Open Meeting Law Section 22 states:

"Minutes of all open sessions shall be created and approved in a timely manner. The minutes of an open session, if they exist and whether approved or in draft form, shall be made available upon request by any person with 10 days" and "The minutes of any open session, the notes, recordings or other materials used in the preparation of such minutes and all documents and exhibits used at the

session, shall be public records in their entirety and not exempt from disclosure except in certain personnel evaluations.”

Minutes must include:

- The date, time and location of the meeting
- The members present or absent
- A summary of the discussions on each subject
- The decisions made and the actions taken at each meeting including the record of all votes.
- Documents and other exhibits, such as photographs, recordings or maps, used by the body at an open or executive session shall, along with the minutes, be maintained as part of the official record of the session.
- A list of documents and other exhibits used at the meeting

Minutes should also include:

- Names of additional participants (not press or observers)
- Name of recorder
- Time convened and time adjourned

Minutes may also include:

- Schedule of future meeting(s)

Please refer to Public Body Checklist for Posting a Meeting Notice, Creating and Approving Meeting Minutes and Entering into Executive Session, included at the end of this document, for reference.

Public Records Law

The Massachusetts Public Records Law, MGL Chapter c 66 and c4, Section 7(26) provides a right of access to public records, broadly defined to include all documentary materials except eleven specific exemptions such as personnel and medial files, proposals and bids, and appraisals of property. The minutes, informational data, memoranda and circulating materials of any Town board or committee are mostly all public information. The committee should consult with its liaison or Town Counsel if questions arise concerning freedom of information.

All public records requests should be forwarded to the Town Clerk. The request will be recorded and distributed to the appropriate department or board of response. Copies of all public records requests must be responded to (by the Town Clerk) within ten (10) business days (Monday through Friday, excluding legal holidays). Copies of public meeting materials can be provided at a rate of \$0.05 per page plus labor time, which is charged at full hour increments at the hourly rate of the lowest compensated person capable of fulfilling the request. Please contact the Town Clerk with any questions on how to fulfill a public records request.

The following Super and Records Access Officers (“SRAO”) and (“RAO”) have been designated:

- Town Clerk, Super Records Access Officer (“SRAO”)

Other RAO’s

- Accounting, Town Accountant
- Assessors, Assessors (Chair)

- Select Board, Town Administrator
- Board of Health, Director of Inspectional Services & Permitting
- Building Department, Building Commissioner & Facilities Manager
- Conservation, Director of Inspectional Services & Permitting
- Council on Aging, Director
- Fire Department, Fire Chief
- Highway/Transfer Station, Superintendent of Streets
- Human Resource Department, HR Director
- Library, Director
- Police Department, Administrative Assistant
- Treasurer/Collector, Treasurer & Collector
- Veteran's Services, Veteran's Agent

Records Access Officers are available to answer questions concerning and help facilitate the making of public records request.

Social Media Policy

The Town recognizes that employees and officials have the right to participate as citizens in public forums and discussion (including social media platforms) on matters of public concern. However, that right is balanced against the legitimate interests of the Town in promoting accountability, responsibility, and mature judgment and the effectiveness of the public services it performs through its employees and officials. The goal is to ensure that the use of social media advances, rather than impeded, the operation of government.

Every year, all municipal employees (which includes members of boards, committees and commissions) are provided the Lakeville Social Media Policy by the Town Clerk. The acknowledgement receipt must be filed with Human Resources.

Email, Texting, Telephone or Other

A committee may only conduct administrative business, such as notifying members of a scheduled meeting and agenda, by email or phone. Substantive discussions or deliberations on public business involving a quorum of members that occur via email or telephone or other electronic technologies are prohibited by the Open Meeting Law.

There is no distinction in the law between written and electronic records. The ease by which text or email messages are sent and forwarded may inadvertently facilitate the improper discussion of a public policy issue. Open Meeting Law prohibits committee members from texting to circumvent quorum requirements. Boards and committee members should avoid replies to citizens that may become quorum discussions among the members that violate the Open Meeting Law.

Members are also advised that email or text messages written or received in the capacity of a board, committee or commission members are considered public records which must be made available for public inspection in the same manner as hardcopy documents. Use on one's own computer and personal email accounts for Town business does not exempt such communications from the Open Meeting Law's requirements. Electronic mail sent and received at a Town-issued email address is subject to inspection and disclosure and scheduled retention and disposition. Employees and committee members acting in their official capacities should have no expectation of privacy in their use of electronic mail.

Open Meeting Complaints

The Open Meeting Law requires that complaints must first be filed with the committee that is alleged to have committed the violation, prior to filing a complaint with the Attorney General. The complaint must be filed within 30 days of the alleged violation or within 30 days of the date it should reasonably have been discovered. The complaint must set forth the circumstances which constitute the alleged violation, giving the public body an opportunity to remedy the alleged violation. Complaints alleging a violation of the Open Meeting Law by a local public body must be filed with the public body and file a copy with the Town Clerk where the alleged violation occurred. The Attorney General's office, which is the legal path of appeal, may investigate the complaint at its own discretion. If you are not satisfied with the action taken by the public body in response to your complaint, you may file a copy of your complaint with the Attorney General's office 30 days after filing your complaint with the public body. The Attorney General's Office may decline to investigate a complaint that is filed with the Attorney General's Office more than 90 days after the alleged Open Meeting Law violation, unless an extension was granted to the public body or the complaint demonstrates good cause for the delay.

BUDGETS

Committee Budgets

In general, an individual committee does not have a budget unless one is authorized by Town Meeting. In the case of an ad-hoc committee, any anticipated need to expend funds should be discussed with the Town Administrator.

REPORTING CONSIDERATIONS

The success of a committee's endeavors often depends on effective communication with the public. The committee should hold public meetings and hearings when needed both to inform the residents of work in progress and to gain public reaction and response. Outreach through the Town website or Facebook page can be facilitated through the Town Administrator. Committees are encouraged to use the Town's website, Facebook and other media to educate, update and inform the public about their activities.

Appointing Authority. The Select Board may require the committee chair to report on the committee's actions and plans. The Town Administrator can be particular helpful in maintaining communications between the committee and the appointing authority.

Town Meeting

If a relevant article is on the warrant or if the committee's mission specifies a report to Town Meeting, the committee should prepare information for in coordination with the Select Board liaison. The committee should make these reports clear, concise and brief, keeping in mind the large volume of materials that Town Meeting attendees receive.

A committee may request inclusion of an article in the Town Meeting warrant by a letter to the Select Board if a majority of the committee consents to the submission. Articles may be reworded by the Select Board upon advice of Town Counsel. All articles should be submitted to the Select Board's Office by established deadlines.

In circumstances where a committee has been asked or wishes to comment on a proposed article, it may be advisable to add a discussion regarding the item to the committee's agenda. In such cases, the committee should notify the sponsor of the proposed article and provide a copy of its comments to the Select Board and/or the appointing authority.

Annual Town Report

All appointed committees must file an annual report on the committee's activities for the annual Town Report. The chair or another designated member should detail committee membership, the mission of the committee, and an explanation of major accomplishments and future plans. Annual Reports cover the period beginning January 1st through December 31st and are due prior to March 1st of each year.

Executive Session may be held only for the purposes described in Section 21a of the OML

OML SECTION 21a. [EXECUTIVE SESSIONS]

“(a) A public body may meet in executive session only for the following purposes:

1. To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties. A public body shall hold an open session if the individual involved requests that the session be open. If an executive session is held, such individual shall have the following rights; i. to be present at such executive session during deliberations which involve that individual; ii. To have counsel or a representative of his own choosing present and attending for the purpose of advising the individual and not for the purpose of active participation in the executive session; iii. to speak on his own behalf and iv. To cause an independent record to be created of said executive session by audio-recording or transcription, at the individual’s expense. The rights of an individual set forth in this paragraph are in addition to the right that he may have from any other source, including, but not limited to, rights under any laws or collective bargaining agreements and the exercise or non-exercise of the individual rights under this section shall not be construed as a waiver of any right of the individual.
2. To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining session or contract negotiations with non-union personnel;
3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have detrimental effect on the bargaining or litigation position of the public body and the Chair so declares;
4. To discuss the deployment of security personnel or devices, or strategies with respect thereto;
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints;
6. To consider the purchase, exchange, lease or value of real property if the Chair declares that an open meeting may have detrimental effect on the negotiating position of the public body;
7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements;
8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the Chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meeting of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;
9. To meet to confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another

party, group or entity, provided that: (i) any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the meditation shall be disclosed and (ii) no action shall be taken by any public body with respect to those issues which are the subject of mediation without deliberation and approval for such action and open session; or

10. To discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department public utilities pursuant to section 1F of chapter 164, in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164 or in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164, when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability conduct business in relation to other entities making, selling or distributing electric power and energy. (b) A public body may meet in closed session for 1 or more of the purposes enumerated in subsection (a) provided that: 1. The body has first convened in an open session pursuant to section 21; 2. a majority of members of the body have voted to go into executive session and the vote of each member is recorded by roll call and entered into the minutes; 3. Before the executive session, the Chair shall state the purpose for the executive session, stating all subjects that may be revealed without compromising the purpose for which the executive session was called; 4. The Chair shall publicly announce whether the open session will reconvene at the conclusion of the executive session; and 5. Accurate records of the executive session shall be maintained pursuant to section 23.”

NOTE: Purpose (1) above for meeting in executive session should be used with great caution and should ordinarily be discussed with the Town Administrator and/or with Town Counsel and only if the individual has been served official written notice and an opportunity to have the matter discussed in open session.

Public Body Checklist for Creating and Approving Meeting Minutes

Issued by the Attorney General's Division of Open Government – September 25, 2017

- Minutes must accurately set forth the date, time, place of the meeting, and a list of the members present or absent. G.L. c. 30A, § 22(a).
- Minutes must include an accurate summary of the discussion of each subject. See G.L. c. 30A, § 22(a). The summary does not need to be a transcript, but should provide enough detail so that a member of the public who did not attend the meeting could read the minutes and understand what occurred and how the public body arrived at its decisions.
- The minutes must include a record of all the decisions made and the actions taken at each meeting, including a record of all votes. G.L. c. 30A, § 22(a).
- The minutes must include a list of all of the documents and other exhibits used by the public body during the meeting. G.L. c. 30A, § 22(a). Documents and exhibits used at the meeting are part of the official record of the session, but do not need to be physically attached to the minutes. See G.L. c. 30A, §§ 22(d), (e).
- If one or more public body members participated remotely in the meeting, the minutes must include the name(s) of the individual(s) participating remotely. 940 CMR 29.10(7)(b).
- If one or more public body members participated remotely in the meeting, the minutes must record all votes as roll call votes. 940 CMR 29.10(7)(c).
- Executive session minutes must record all votes as roll call votes. G.L. c. 30A, § 22(b).
- The minutes must be approved in a timely manner. G.L. c. 30A, § 22(c). A “timely manner” will generally be considered to be within the next **three** public body meetings or within **30 days**, whichever is later, unless the public body can show good cause for further delay. 940 CMR 29.11(2).

Note that this checklist is intended as an educational guide, and does not constitute proof of compliance with the Open Meeting Law. Checklists are updated periodically, so please confirm that you are using the most current version. For questions, please contact the Attorney General's Division of Open Government at 617-963-2540 or via email at openmeeting@state.ma.us. For more information on the Open Meeting Law, please visit www.mass.gov/ago/openmeeting.

Public Body Checklist for Posting a Meeting Notice

Issued by the Attorney General's Division of Open Government – September 25, 2017

Notice Contents

- The notice contains the date, time, and location of the meeting. G.L. c. 30A, § 20(b).
- If the meeting is a joint meeting of several public bodies, the names of all bodies meeting are listed at the top of the notice.
- The notice contains all of the topics that the chair reasonably anticipates will be discussed at the meeting. The topics are sufficiently specific to reasonably advise the public of the issues to be discussed at the meeting, including executive session topics. G.L. c. 30A § 20(b); 940 CMR 29.03(1)(b).
- The notice is printed in a legible, easily understandable format. G.L. c. 30A, § 20(b).
- The date and time that the notice is posted is conspicuously recorded on or with the notice. 940 CMR 29.03(1)(d). If the notice is amended within 48 hours of a meeting, not including Saturdays, Sundays, and legal holidays, then the date and time that the meeting notice is amended must also be conspicuously recorded on or with the notice. 940 CMR 29.03(1)(d).

Notice Publication

- The notice is published at least 48 hours before the meeting, not including Saturdays, Sundays and legal holidays. G.L. c. 30A, § 20(b).
- The notice is posted with the proper authority:
 - Local public bodies – Filed with the municipal clerk, who must post it in a location conspicuously visible to the public at all hours in or on the municipal building where the clerk's office is located, or to the municipal website if adopted by the municipality as the official method of posting notices. G.L. c. 30A, § 20(c); 940 CMR 29.03.
 - State public bodies – Posted to a website, and a copy sent to the Secretary of State's Regulations Division. G.L. c. 30A, §20(c).
 - Regional public bodies – Posted in every municipality within the region, unless the public body has adopted an alternative notice posting method. G.L. c. 30A, § 20(c); 940 CMR 29.03.
 - County public bodies – Filed with the office of the county commissioners and a copy of the notice is publicly posted in a manner conspicuously visible to the public at all hours in such place or places as the county commissioners shall designate for the purpose, unless the county has adopted its website as the official method for posting notices. G.L. c. 30A, § 20(c); 940 CMR 29.03.

Note that this checklist is intended as an educational guide, and does not constitute proof of compliance with the Open Meeting Law. These checklists are updated periodically, so please check that you are using the most current version. For questions, please contact the Attorney General's Division of Open Government at 617-963-2540 or via email at openmeeting@state.ma.us. For more information on the Open Meeting Law, please visit www.mass.gov/ago/openmeeting.

Public Body Checklist for Entering Into Executive Session

Issued by the Attorney General's Division of Open Government – March 12, 2013

- Executive session listed as a topic for discussion on meeting notice, including as much detail about the purpose for the executive session as possible without compromising the purpose for which it is called. See G.L. c. 30A, § 20(b); 940 CMR 29.03(1)(b).
- Public body convened in open session first. G.L. c. 30A, § 21(b)(1).
- Chair publicly announced the purpose for executive session, citing one or more of the 10 purposes found at G.L. c. 30A, § 21(a).
- Chair stated all subjects that may be revealed without compromising the purpose for which the executive session was called. G.L. c. 30A, § 21(b)(3). For example, the Chair identified the party a public body may be negotiating with or the litigation matter the public body will be discussing.
- Chair stated whether the public body will adjourn from the executive session, or will reconvene in open session after the executive session. G.L. c. 30A, § 21(b)(4).
- For Executive Session Purposes 3, 6, and 8:
 - Chair publicly stated the having the discussion in open session would have a detrimental effect on the public body's negotiating position, bargaining position, litigating position, or ability to obtain qualified applicants. G.L. c. 30A, §§ 21(a)(3), (6), (8).
- A majority of members of the body voted by roll-call to enter into executive session. G.L. c. 30A, § 21(b)(2).

Note that this checklist is intended as an educational guide, and does not constitute proof of compliance with the Open Meeting Law. Checklists are updated periodically, so please confirm that you are using the most current version. For questions, please contact the Attorney General's Division of Open Government at 617-963-2540 or via email at openmeeting@state.ma.us. For more information on the Open Meeting Law, please visit

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

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	
Title or Position:	
Agency/Department:	
Agency address:	
Office Phone:	
Office E-mail:	
	<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.	
What responsibility do you have for taking action or making a decision?	
Explain your relationship or affiliation to the person or organization.	
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.	<p>WRITE AN X TO CONFIRM THE STATEMENT BELOW.</p> <p>____ 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:	

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 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:	
Title or Position:	
Municipal Agency:	
Agency Address:	
Office Phone:	
Office E-mail:	
	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.
	PARTICULAR MATTER
Particular matter 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.	Please describe the particular matter.
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation,	Please describe the task you are required to perform with respect to the particular matter.

rendering advice, investigation, other.	
	FINANCIAL INTEREST IN THE PARTICULAR MATTER
Write an X by all that apply.	<input type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <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. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person 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.
Employee signature:	
Date:	

DETERMINATION BY APPOINTING OFFICIAL

	APPOINTING AUTHORITY INFORMATION
Name of Appointing Authority:	
Title or Position:	
Agency/Department:	

Agency Address:	
Office Phone:	
Office E-mail	
	DETERMINATION
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I 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:	
Comment:	

Attach additional pages if necessary.

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

Form revised February, 2012

SOURCES OF INFORMATION

- “Open Meeting Law Guide,” Commonwealth of Massachusetts Office of the Attorney General. – January 2018.
https://www.mass.gov/files/documents/2018/11/15/2017%20Guide%20with%20ed%20materials_revised%201-30-18.pdf
- Massachusetts General Laws: <https://malegislature.gov/Laws>:
 - Chapter 66: Public Records Law
 - Chapter 30A, §§18-25: Open Meeting Law
 - Chapter 268A: Conflict of Interest
 - Chapter 268A, Section 23: Standards of Conduct
- Massachusetts Conflict of Interest Law, State Ethics Commission, www.mass.gov/ethics
 - Ethic Training Program: <http://www.muniprogram.eth.state.ma.us/>
- Records Retention Manual: <https://www.sec.state.ma.us/arc/arcpdf/0211.pdf>
- Town of Lakeville Bylaws: www.lakevillema.org
- Town of Lakeville website: www.lakevillema.org
- Town of Lakeville Social Media Policy- adopted 1/27/2020
- Town of Lakeville Appointments to Town Boards, Committees, and Commissions -Policy and Procedures- adopted June 27, 2011, revised August 31, 2020



Town of Lakeville

Office of the Town Clerk

346 Bedford Street

Lakeville, Massachusetts 02347

508-946-8800

Fax: 508-946-3970

From the office of

LILLIAN M. DRANE, MMC/CMMC

Acknowledgement of Receipt of Appointed and Elected Committees Handbook

Please sign and return this page to the Town Clerk's Office.

I hereby acknowledge that I have received a copy of the "Town of Lakeville Appointed and Elected Committees, Boards and Commissions Handbook," and agree to familiarize myself with the contents thereof.

I have received a copy of the Mass. General Laws, Chapter 268a, §23, Standards of Conducts.

Signature

Name of
Board/Committee/Commission

Print Name

Date

Email Address

Telephone