

**Acton Community Housing Corporation**

**Nancy Tavernier, Chairman**

**TOWN OF ACTON**

Acton Town Hall

472 Main Street

Acton, Massachusetts, 01720

Telephone (978) 263-9611

[achc@acton-ma.gov](mailto:achc@acton-ma.gov)

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**TO:** Board of Selectmen  
**FROM:** Nancy Tavernier, Chair, Acton Community Housing Corporation  
**SUBJECT:** Exemption request by ACHC member Lara Plaskon  
**DATE:** October 16, 2014

The ACHC has voted to support Lara Plaskon's request to the Board to grant an exemption to the Ethics Law MGL 268A Sections 19 and 20(d) recommended by the Ethics Commission's General Counsel and Town Counsel. This will provide her with an exemption to the Conflict of Interest Law which applies to her part time employment with the Regional Housing Services Office and will enable her to continue in her role as a regular member of the ACHC.

Lara is a valuable member of ACHC and the specialized knowledge she will be acquiring through her employment at the RHSO will be a great help to the Town going forward.

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

<b>MUNICIPAL EMPLOYEE INFORMATION</b>	
Name:	Lara Plaskon
Title or Position:	ACHC Board Member, Special Municipal Employee of Acton
Municipal Agency:	Acton Community Housing Corporation ("ACHC")
Agency Address:	Acton Town Hall 472 Main Street Acton, MA 01720
Office Phone:	(978) 263-9611
Office E-mail:	achc@acton-ma.gov
	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.
<b>PARTICULAR MATTER</b>	
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.	<p>The ACHC, a 501(c)(3) corporation, is a quasi-municipal entity created by a home rule petition of the Town of Acton. It is subject to the supervision of the Acton Board of Selectmen, which appoints the members and associated members of the ACHC Board of Directors (the "ACHC Board"). The ACHC Board investigates and implements alternatives for the provision of affordable housing in the Town of Acton.</p> <p>The Regional Housing Services Office ("RHSO") was formed pursuant to an Inter-Municipal Agreement dated March 3, 2011 (as amended, the "IMA") among six towns (Acton, Bedford, Concord, Lexington, Sudbury, and Weston). Under the IMA, the participating municipalities proportionately share the total cost of operating the RHSO. The RHSO provides services to the municipalities including monitoring of affordable housing units, administers the Subsidized Housing Inventory, and supports and assists local and regional activities regarding affordable housing. On July 1, 2014, the RHSO moved its offices to the Town of Concord.</p> <p>The RHSO, from time to time, provides the ACHC with advice and assistance on affordable housing matters affecting Acton. In turn, ACHC participates in particular matters affecting the RHSO such as making recommendations to the Acton Board of Selectmen and the Acton Community Preservation Committee as to RHSO's budget, Acton's continued participation in the RHSO, potential Acton Community Preservation Act appropriations to the RHSO, and similar matters.</p>
Your required participation in the particular matter:  E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	As a Member of the ACHC Board, I would participate in and vote on ACHC matters involving the RHSO such as those listed above as they arise.
<b>FINANCIAL INTEREST IN THE PARTICULAR MATTER</b>	
Write an X by all that apply.	<input checked="" 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 checked="" 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	The RHSO has offered me a paid part time position (approximately 10 hours a week) to assist with the provision of core services to the participating municipalities under the IMA described above. The part-time position will be administered by the Town of Concord and funded by the proportional contributions of the participating municipalities under the IMA, including Acton.
Employee signature:	<i>Jan Plush</i>
Date:	10/3/14

#### DETERMINATION BY APPOINTING OFFICIAL

APPOINTING AUTHORITY INFORMATION	
Name of Appointing Authority:	Board of Selectmen
Title or Position:	Board of Selectmen
Agency/Department:	Acton Board of Selectmen
Agency Address:	Acton Town Hall 472 Main Street Acton, MA 01720
Office Phone:	(978) 264-9611
Office E-mail	<a href="mailto:bos@acton-ma.gov">bos@acton-ma.gov</a>
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.**

**DISCLOSURE BY SPECIAL MUNICIPAL EMPLOYEE  
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT  
AS REQUIRED BY G. L. c. 268A, § 20(d)**

<b>SPECIAL MUNICIPAL EMPLOYEE INFORMATION</b>	
<b>Name of special municipal employee:</b>	Lara Plaskon
Put an X beside one statement.	<p>I am a <b>special municipal employee</b> because:</p> <p><input type="checkbox"/> I am a selectman in a town with a population of 10,000 or fewer people;</p> <p><input checked="" type="checkbox"/> I am not a mayor, alderman or city councilor, and</p> <p><input checked="" type="checkbox"/> I serve in a municipal position for which <b>no compensation</b> is provided, or</p> <p><input type="checkbox"/> I earned <b>compensation for fewer than 800 hours</b> in the preceding 365-day period, or</p> <p><input type="checkbox"/> By the classification of my position by my municipal agency or by the terms of a contract or my conditions of employment, I am <b>permitted to have personal or private employment during normal business hours.</b></p> <p><input type="checkbox"/> I work for a company or organization which has a contract with a municipal agency, and I am a <b>"key employee"</b> because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular, and the <b>contract states that I am a special municipal employee or indicates that I meet one of the three requirements listed above.</b></p>
<b>Title/ Position</b>	Board Member, Special Municipal Employee, Acton Community Housing Corporation
<b>Fill in this box if it applies to you.</b>	<p>If you are a special municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.</p> <p>N/A</p>
<b>Municipal Agency/ Department:</b>	<p><b>This is "my Municipal Agency."</b></p> <p>Acton Community Housing Corporation ("ACHC")</p>
<b>Agency Address:</b>	Acton Town Hall 472 Main Street Acton, MA 01720
<b>Office phone:</b>	(978) 263-9611
<b>Office e-mail:</b>	achc@acton-ma.gov
	Check one: <input type="checkbox"/> Elected or <input checked="" type="checkbox"/> Non-elected
<b>Starting date as a special municipal employee.</b>	April 2013

<p><b>BOX # 1</b></p> <p>Select either <b>STATEMENT #1</b> or <b>STATEMENT #2.</b></p> <p><b>Write an X</b> <b>by your financial</b> <b>interest.</b></p>	<p><b>ELECTED SPECIAL MUNICIPAL EMPLOYEE</b></p> <p>I am an <b>elected special municipal employee.</b></p> <p><input type="checkbox"/> <b>STATEMENT #1:</b> I had a financial interest in a contract made by a municipal agency <b>before</b> I was elected to a compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p><input type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a contract made by a municipal agency is:</b></p> <p><input type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p><b>BOX #2</b></p> <p>Select either <b>STATEMENT #1</b> or <b>STATEMENT #2.</b></p> <p><b>Write an X</b> <b>by your financial</b> <b>interest.</b></p>	<p><b>NON-ELECTED SPECIAL MUNICIPAL EMPLOYEE</b></p> <p>I am a <b>non-elected special municipal employee</b> (compensated or uncompensated).</p> <p><input type="checkbox"/> <b>STATEMENT #1:</b> I had a financial interest in a contract made by a municipal agency, other than an employment contract, <b>before</b> I took a non-elected, compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p><b>My financial interest in a contract made by a municipal agency is:</b></p> <p><input type="checkbox"/> A contract between a municipal agency and myself, but not an employment contract.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><b>OR</b></p> <p><input checked="" type="checkbox"/> <b>STATEMENT #2:</b> I will have a new financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a contract made by a municipal agency is:</b></p> <p><input checked="" type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>	
<p>Name and address of municipal agency that made the contract</p>	<p>This is the "contracting agency."</p> <p><b>Town of Acton</b> <b>Acton Town Hall</b> <b>472 Main Street</b> <b>Acton, MA 01720</b></p>
<p>Write an X to confirm this statement.</p>	<p><input checked="" type="checkbox"/> In my work as a special municipal employee for my Municipal Agency, I participate in or have official responsibility for activities of the contracting agency.</p>

<b>FILL IN THIS BOX OR THE NEXT BOX</b>	<b>ANSWER THE QUESTION IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND YOU.</b> - Please explain what the contract is for.
	<b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND ANOTHER PERSON OR ENTITY</b>  The ACHC, a 501(c)(3) corporation, is a quasi-municipal entity created by a home rule petition of the Town of Acton. It is subject to the supervision of the Acton Board of Selectmen, which appoints the members and associated members of the ACHC Board of Directors (the "ACHC Board"). The ACHC Board investigates and implements alternatives for the provision of affordable housing.  The Regional Housing Services Office ("RHSO") was formed pursuant to an Inter-Municipal Agreement dated March 3, 2011 (as amended, the "IMA") among six towns (Acton, Bedford, Concord, Lexington, Sudbury, and Weston). Under the IMA, the participating municipalities proportionately share the total cost of operating the RHSO. The RHSO provides services to the municipalities including monitoring of affordable housing units, administers the Subsidized Housing Inventory, and supports and assists local and regional activities regarding affordable housing. On July 1, 2014, the RHSO moved its offices to the Town of Concord.  The RHSO, from time to time, provides the ACHC with advice and assistance on affordable housing matters affecting Acton. In turn, ACHC participates in particular matters affecting the RHSO such as making recommendation to the Acton Board of Selectmen and the Acton Community Preservation Committee as to RHSO's budget, Acton's continued participation in the RHSO, potential Acton Community Preservation Act appropriations to the RHSO, and similar matters.
What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it.  The RHSO has offered me a paid part time position (approximately 10 hours a week) to assist with the provision of core services to the participating municipalities under the IMA described above. The part-time position will be administered by the Town of Concord and funded by the proportional contributions of the participating municipalities under the IMA, including Acton.
Date when you acquired the financial interest	9/22/14
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it.  N/A
Date when your immediate family acquired the financial interest	N/A
Employee signature:	
Date:	9/30/14

**SEE NEXT PAGE FOR APPROVAL  
 BY CITY COUNCIL, BOARD OF ALDERMEN,  
 BOARD OF SELECTMEN, TOWN COUNCIL,  
 OR DISTRICT PRUDENTIAL COMMITTEE**

**APPROVAL OF EXEMPTION  
BY THE CITY COUNCIL, BOARD OF ALDERMEN, BOARD OF SELECTMEN,  
TOWN COUNCIL OR DISTRICT PRUDENTIAL COMMITTEE**

Name:	
Name of approving body:  Write an X by one selection.	<input type="checkbox"/> City Council <input type="checkbox"/> Board of Aldermen <input type="checkbox"/> Board of Selectmen <input type="checkbox"/> Town Council <input type="checkbox"/> District Prudential Committee
Title/ Position	
Agency Address:	
Office phone:	
<b>APPROVAL OF § 20(d) EXEMPTION</b>	
	<p>We have received a disclosure under G.L. c. 268A, § 20(d) from a special municipal employee who seeks to have a financial interest in a contract made by a municipal agency of this city or town. We understand that the special municipal employee participates in, or has official responsibility for, activities of the municipal agency that made the contract. We approve this exemption under § 20(d) regarding the financial interest identified by the special municipal employee.</p>
Signature:	On behalf of the Council, Board or Committee identified above, I sign this approval.
Date:	

**Attach additional pages if necessary.**

**File your completed, signed, approved Disclosure with the city or town clerk.**