**ADVICE ◊ EDUCATION ◊ DISCLOSURE ◊ ENFORCEMENT**

2018

Advisory Opinions

Enforcement Actions

**COMMONWEALTH OF MASSACHUSETTS**

**STATE ETHICS COMMISSION**

**One Ashburton Place, Room 619**

**Boston, MA 02108**

**617-371-9500**[**www.mass.gov/orgs/state-ethics**](http://www.mass.gov/orgs/state-ethics)**-commission**

Included in this publication are:

**State Ethics Commission Decisions and Orders and Disposition Agreements**

**issued in 2018\***

Cite Enforcement Actions by name of respondent, year, and page, as follows:   
*In the Matter of John Doe*, 2018 SEC (page number).

Typographical errors in the original texts of Commission documents have been corrected.

**\* No Formal Legal Opinions or Advisories were issued in 2018**

**TABLE OF CASES**

(By Subject or Respondent from 1979 through 2018)

CASES WITHOUT PAGE NUMBERS WERE NOT PUBLISHED BUT ARE AVAILABLE UPON REQUEST.

**Name (Year) Page**

Abrams, Hal (2003) ………………………….… 1105

Ackerley Communications (1991) …………….... 518

Adamson, Randy (2007) ………………………. 2127

Almeida, Victor (1980) …………………………... 14

Alves, Alan (2000) ……………………………... 957

Amorello, Matthew (2009) ……………………. 2213

Anderson, Joan (2009) …………….…………... 2205

Angelo, Steven (2003) ………………………… 1144

Ansart, James (1998) ………………………….... 905

Antonelli, Ralph (1986) ………………………... 264

Antonelli, Rocco J., Sr. (1982) …………………. 101

Aragona, David (2007) ………………………... 2091

Arlos, Peter (2006) ……………………………. 2050

Associated Industries of Massachusetts (1996) …. 790

Atsalis, Demetrius (2014) …………...…….…... 2504

Atstupenas, Ross A. (2002) ………….………… 1061

Auty, J. Martin (1998) …………...…….………... 904

Aylmer, John F. (1990) ……………….………… 452

Baez, Priscilla (2010) ………………….………. 2290

Bagni, William L., Sr. (1981) ……………………. 30

Bailey, Susan (2010) ………………...………... 2289

Baj, Frank (1987) ………………………….……. 295

Baldwin, Charles O. (1990) ……………………... 470

Banas, Vicki (2017) ……………………...……. 2601

Banks, Rudy (1992) ……………………………...595

Barboza, Joanne (1985) ………………….…….... 235

Barletta, Vincent D. (1995) ……………………... 736

Barnes, James (2003) …………………………. .1154

Barranco, John (2014) ………...……………...... 2502

Barrasso, Kathy (2004) ………………………... 1190

Bartley, John (1994) …………………….…….… 685

Basile, Alesandro (2014) ………………...…...... 2493

Bassett, Timothy (2011) …………………….… 2400

Bates, Stanley (1993) ………………………. ….. 642

Battle, Byron (1988) ……………………….…... 369

Bauer, Wolfgang (1996) ………………….……... 771

Bayko, Andrew (1981) ………………...………... 34

Baylis, Robert (2007) ……………...….……...... 2093

Beaudry, Francis (1996) ………………….……... 799

Becker, Mark (2006) …………………………... 2062

Bencal, Michael (2006) ……………...…….…... 2041

Benevento, Anthony (1993) ……………….……. 632

Berlucchi, Stephen (1994) ……………….……… 700

Bernard, Paul A. (1985) ………………….……... 226

Bernstein, Susan P. (2003) ……………….……. 1097

Besso, Donald P. (2003) ………………….…… 1148

Beukema, John (1995) .......................................... 732

Bingham, G. Shepard (1984) …………………… 174

Birchall, Charles III (2011) …………….……… 2398

**Name (Year) Page**

Bitzas, George (2009) ………………….……… 2236

Bonavita, Richard (2008) ……………….……... 2140

Borstel, Charles (2013) ………………………... 2468

Bossi, Ruthanne (2002) ………………………... 1043

Boston Collector-Treasurer’s Office (1981) ….…... 35

Boyle, James M. (1989) ………………….……... 398

Bradley, Christopher (2007) ……….…...……... 2086

Brawley, Henry A. (1982) …………...….………... 84

Breen, Mark A. (1992) ………………….………. 588

Brennan, James W. (1985) ……………….……... 212

Brennan, Maureen (2009) ……………….……...2238

Brensilber-Chidsey (2007) ……………….……. 2129

Bretschneider, Richard (2007) …………….…... 2082

Bretschneider, Richard (2011) …………….…... 2406

Brewer, Walter (1987) …………………….……. 300

Briggs, Sherman, Jr. (2013) …………….……... 2455

Brooks, Edward (1981) …………………………... 74

Brougham, Harry L. (1999) ……………….……. 934

Brunelli, Albert R. (1988) ……………….…….... 360

Buckley, Elizabeth (1983) ……………….……… 157

Buckley, John R. (1980) …………………………... 2

Bukowski, Paulin J. (1998) ………….……...…... 923

Bump, Suzanne M. (1994) …………….………... 656

Bunker, David (2003) ………………….………. 1161

Buonopane, Angelo R. (2006) ……….………… 2040

Burger, Robert (1985) ………………….………. 216

Burgess, Richard (1992) …………….…………... 570

Burgmann, Robert (1993) …………….………… 627

Burke, John P. (1987) ………………….………... 323

Burke, William A., Jr. (1985) ……….…………... 248

Burlingame, Elliot (1992) …………….………… 578

Burnett, Thomas E. (2004) ………….…………. 1193

Bush, Elaine (1995) ………………….…………. 731

Butters, William (1992) …………….…………… 601

Byrne, James (2005) ………………. …..……... 2032

Byrnes, Michael (2013) ……………. …..……... 2458

Cabral, Francisco (2003) …………….………… 1101

Cahoon, Kevin (2007) ……………….……… 2114

Caissie, Jennie (1999) ……………….…………. 927

Caliri, Michael A. (2001) …………….………… 995

Callahan, Francis (2002) ……………….……... 1044

Calo, Robert (1994) …………………….……… 704

Camandona, Robert (1982) …………………….

Campanini, Eileen (2004) ….…………………. 1184

Campagnone, Joyce (2015) ….…………………2562

Campbell, Thomas (2007) …….………………. 2108

Capalbo, Kevin (2005) ……….………………. 2028

Capman, Mary (2011) ………….……………… 2362

Cardelli, John (1984) …………….……………….197

**Name (Year) Page** Carignan, David (2000) ………….……………… 197

Caroleo, Vincent (1980) ……………………...…

Carroll, Ann R. (1983) ………………….………. 144

Cass, William F. (1994) …………….…………… 665

Cassidy, Peter J. (1988) …………….…………... 371

Cataldo, Edward (2007) …………….…………. 2103

Cataldo, Robert (1996) ……………….…………. 793

Celino, David (2010) …………………………... 2345

Cellucci, Argeo Paul (1994) ………….…………. 688

Cellucci, Joseph D. (1988) …………….………... 346

Chase, Dana G. (1983) ………………….………. 153 Chilik, Thomas A. (1983) ……………….……… 130

Chilik, Thomas (2004) ………………….……... 1164

Chmura, John (1980) ……………………………

Choate Group, The (1996) ……………….……… 792

Christianson, Carl G. Jr. (2007) ………….…… 2117

Christopher, Kathryn (2015) ………...….……... 2568

Churchill, Robert (2000) ………………….……. 965

Cibley, Lawrence J. (1989) ……………….……. 422

Cimeno, Kenneth (1988) ………………………... 355

Cislak, Thomas E. (2006) ……………………... 2057

Clancy, Edward J. (2000) ………………….……. 983

Clark, Darryl (2014) ……………………….…... 2508

Clifford, Andrew P. (1983) ……………………...

Cobb, Cynthia B. (1992) ………………….……. 576

Coelho, Paul (2004) ……………………….…… 1180

Cohen, Alan (2011) ……………………….…… 2379

Cokinos, Paul (2007) …………………………... 2100

Cole, Harold (2004) ………………………….... 1197

Cole, Michael (2010) …………………………... 2342

Cole, Robert G. (2010) ……………………...…. 2339

Cole, Robert G. (2009) ………….……...……... 2285

Colella, George (1989) ………….……………… 409

Collas, Andrew (1988) ………….……………… 360

Collett, Thomas (2004) ………….……………. 1179

Collingwood, Jeffrey (2018) …………………... 2639

Collins, James M. (1985) ……….……………… 228

Columbus, Robert (1993) ……….………………. 636

Comiskey, Robert (2002) ……….……………... 1079

Commeret, Thomas (2009) ……….…………… 2268

Conlon, William (2011) ………….……………. 2382

Connery, James F. (1985) ………….…………... 233

Connors, Brian (2013) ……………….………… 2459

Corbosiero, Guy (2010) ……………….………. 2332

Cornacchioli, Louis (2003) …………….……… 1146

Corso, Carol (1990) …………………….……… 444

Corson, Philip T. (1998) ………………………... 912

Costa, Frank (2001) …………………….……... 1000

Cotter, Donna (2011) …………………...……... 2356

Coughlin, Marguerite (1987) …………….……... 316

Coughlin, Robert K. (2008) ……………….…… 2195

Counter, Joseph (1980) ………………………...

Covington, Gene (2010) ………………….……. 2350

Cox, John F. (1994) ……………………….……. 676

Craven, James J., Jr. (1980) ……………….……... 17

**Name (Year) Page**

Crean, Thomas (2007) …………………….…… 2084

Croatti, Donald (1988) …………………….……. 360

Cronin, Frederick B., Jr. (1986) …………….…... 269

Crossen, Ralph (2003) ……………………….... 1103

Crossman, David (1992) ……………………. ….. 585

Cummings, Thomas (1980) ……………………...

Cunningham, George (1982) ………………….…. 85

Curtin, Peter (2001) ………………………….... 1024

Daigle, Valorie (2009) ………………………… 2280

Daly, Joseph (2008) ………….………………… 2143

D’Amico, Michael J. (2002) ….………………... 1083

D’Arcangelo, Ronald J. (2000) .………………… 962

Dean, Daniel (2010) ………….………………... 2352

Dean, Daniel (2010) ………….………………... 2353

DeFeo, Lona (2009) ………….………………... 2229

Deibel, Victoria (2001) ……….……………...... 1002

DeLeire, John A. (1985) ……….………………... 236

DelPrete, Edmund W. (1982) ….………………… 87

DeMarco, Robert (2003) ……….……………... 1157

DeMoura, Paul (2010) ………….……………… 2346

DeNucci, A. Joseph (2011) …….……………… 2391

DeNucci, A. Joseph (2011) …….……………… 2392

DeOliveira, John (1989) ……….…………...…... 430

Deschenes, Douglas (2006) …….……………... 2038

Desrosiers, Yvonne B. (1987) ….…………...…... 309

Devlin, William J. (1998) ……….……………… 915

Dewald, John (2006) …………….……………. 2051

Dias, Joao M.V. (1992) ………….…………….... 574

Dickinson, Delwin (2013) ……….……...……... 2489

DiNatale, Louis (2007) ………….……………... 2131

DiPasquale, Adam (1985) ……….……………... 239

DiPasquale, Julie A. (1996) ……….……………. 852

DiPasquale, Julie A. (1996) ……….……………. 853

DiVirgilio, Dominic (1993) ……….……………. 634

Doherty, Eugene (2012) ………………...……... 2438

Doherty, Henry M. (1982) ………….…………... 115

Doherty, William G. (1984) ………….…………. 192

Donaldson, Robert (1993) …………….……….... 628

Donlan, Paul (2007) …………………….……... 2107

Donovan, Joseph F. (1999) ……………….……. 949

Dormady, Michael (2002) ………………….…. 1074

Doughty, Katherine (1995) …………………. ….. 726

Doyle, C. Joseph (1980) …………………….……. 11

Doyle, Patricia A. (2000) …………………….…. 967

Dray, David L. (1981) ……………………….….... 57

Drew, Edward (2008) ……………………….…. 2164

Driscoll, Lawrence (2008) ……………………... 2137

Duarte, Bruce (2014) …………………………... 2514

Dubay, Francis H. (2003) …………………. ….. 1099

duBois, Pine (2013) ……………………….…… 2446

Duggan, Joseph (1995) …………………….……. 729

Dulac, G. Paul (2011) ……………………….…. 2384

Dunnet, John (2012) …………….……………... 2422

Duquette, Daniel (2010) …………………….…. 2320

Durant, Karen (2014) ……………………….…. 2500

**Name (Year) Page**

Edwards, Terry (2009) ……………………….... 2248

Egan, Robert (1988) ……………….……………. 327

Ellis, David (1999) ………………….…………... 930

Emerson, Michael W.C. (1983) ……….…………137

Emerson, Michael W.C. (1983) ………….……... 160

Emilio, Frank A. (1994) ……………….………... 658

Enis, Paul (1996) ……………………….………. 779

Erbetta, Robert (2009) ………………….……… 2270

Esdale, John (1981) ……………………………...

Esposito, Michele (1991) ……………….………. 529

EUA Cogenex (1992) …………………….……... 607

Eunson, Donald (1993) …………………….…... 623

Famolare, Charles III (2012) …………………... 2425

Farley, Robert (1984) ……………………….…... 186

Farretta, Patrick D. (1987) ………………….…... 281

Felix, Edward (2003) …………………………... 1142

Fennelly, Edward (2001) ………………………. 1025

Fischer, Jeffery (2010) ……………………….... 2292

Fisher, Charles (2012) …………………......…... 2424

Fitzgerald, Kevin (1991) ………………………... 548

FitzPatrick, Malcolm (1990) …………….…….... 482

Flaherty, Charles F. (1990) ……………….……... 498

Flaherty, Charles F. (1996) ……………….……... 784

Flaherty, Joseph (2006) …………………….…. 2048

Flanagan, James (1996) …………………….…... 757

Fleming, David I., Jr. (1982) ……………….…... 118

Fleming, Thomas (2018) ..………………..……. 2631

Flynn, Dennis (1985) ……………………….…... 245

Flynn, Peter Y. (1991) ……………………….…. 532

Foley, Carole (2001) …………………………... 1008

Foley, Cornelius J., Jr. (1984) …………………... 172

Foley, Martin V. (1984) …………………………

Ford, Robert F. (2004) ………………….……... 1188

Foresteire, Frederick (1992) …………….……… 590

Foresteire, Frederick (2009) …………….……... 2220

Forristall, John (1992) ………………….………. 615

Fortes, Robert (2011) …………………….……. 2377

Foskett, Gerry (2016) …………………….…… 2596

Foster, Badi G. (1980) …………………….……... 28

Foster, James (2002) ……………………….…. 1082

Fowler, Robert A. (1990) ………………….……. 474

Fox, Gloria (2018) …………………………….. 2631

Franck, Kevin (2014) ……………………….…. 2514

Fredrickson, Michael (2003) …………………... 1156

Fripp, Amy J. (2007) …………………………... 2090

Fryer, Josef (2005) ………………………….…. 2030

Gagne, Armand (1996) ……………………….…. 825

Galewski, Robert M. (1991) ………………….…. 504 Galewski, Robert (2007) ………………...…...... 2101

Gannon, Harry (2006) …………………...…...... 2056

Garvey, Robert J. (1990) ………………………... 478

Gaskins, Mable E. (2001) ……………….……... 1010

Gaudette, Paul (1992) …………………….……... 619

Gaudette, Paul (1999) …………………….……... 952

Geary, James (1987) ……………………….……. 305

**Name (Year) Page**

Giampa, Kelly (2006) ……………………….… 2037

Giannino, Anthony (2007) ………………….… 2126

Gibney, James (1995) …………………………... 739

Gillis, Robert (1989) ………………….………... 413

Gilmetti, Fred L. (1996) ……………….………. 836

Giuliano, Patti (2001) ………………….……… 1018

Glodis, Guy (2013) …………………….………. 2448

Gnazzo, Jerold (1995) ………………….………. 748

Goddard Memorial Hospital (1987) …….……… 293

Goldman, Sachs & Co. (1997) ………….………. 862

Goodhue, Richard. (2000) ……………….……... 967

Goodsell, Allison (1981) ………………….……… 38

Gorski, Elizabeth (2014) …………………....…. 2520

Gosselin, Marie (2002) …………………….…... 1070

Goudreault, Marjorie (1987) ……………….…... 280

Greeley, John E. (1983) …………………….…… 160

Green, Frank (1994) ……………………….…… 714

Griffin, William T. (1988) ………………...……. 383

Griffith, John L. (1992) …………………….…... 568

Grossman, Ruvane E. (2005) ……………….… 2021

Guertin, David (2007) ……………………….… 2081

Hackenson, Thomas D (2001) ……………….… 1013

Halle, Leon (2002) ………………….………… 1073

Haluch, Thomas (2004) …………….…………. 1165

Hamel, Therese A. (2006) ………….…………. 2039

Hamilton, Andrew (2006) ………….…………. 2043

Hanlon, John J. (1986) ……………….………… 253

[footnotes published on p. 389 of 1988 *Rulings*]

Hanna, Frederic (1980) ……………….…………… 1

Hanna, Robert (2002) ………………….………. 1075

Hansen, Howard (2017) …………………...…... 2604

Harrington, Vera C. (1984) ………...….………... 165

Hart, William (1991) …………………….……… 505

Hartford, Lynwood, Jr. (1991) ………….………. 512

Hartnett, Jr., James J. (2002) ………...…...……. 1084

Hartnett, Jr., James J. (2002) …………….……. 1085

Harutunian, Harry K. (2006) …………………... 2054

Hatch, Donald (1986) …………………………... 260

Hatem, Ellis John (1982) ………………….……. 121

Hayes, Kevin (1999) ……………………….…... 951

Hebert, Raymond (1996) …………………….… 800

Hermenau, Arthur (1994) …………………….…. 681

Hewitson, Walter (1997) …………………….…. 874

Hickey, John R. (1983) ……………………….... 158

Hickson, Paul T. (1987) ………………………... 296

Higgins, Edward, Jr. (2006) ………….………... 2064

Highgas, William, Jr. (1987) ………….………... 303

Highgas, William, Jr. (1988) ………….………... 334

Hilson, Arthur L. (1992) ……………….………... 603

Hoeg, Edward C. (1985) ……………….………. 211

Hoen, Charles (1979) …………………………...

Hoey, Paul (2007) ……………………….……. 2098

Hohengasser, Herbert (1998) …………….……... 922

Honan, Kevin (1994) …………………….……... 679

Hopkins, Wendell R. (1987) …………….……... 289

**Name (Year) Page**

Howarth, Robert (1994) ………………….……... 661

Howell, William E. (1991) ……………...……... 525

Howlett, Roger W. (1997) ……………….……... 859

Hubbard, Hugh K. (1999) ………...……...……... 933

Hulbig, William J. (1982) ……….……………... 112

Hyde, Stephen, Sr (2014) ……….……………... 2543

Iannaco, Ronald (1994) ………….……………... 705

Inostroza, Albert (2007) ………….…………… 2110

Jackson, Michael (2011) ………….…………… 2404

Jacques, Cheryl (2013) …………….…………... 2480

Jefferson, Thomas (2010) ……………………... 2303

Jenkins, John (2006) ……………...…………... 2058

John Hancock Mutual Life Insurance Co. (1994) ...646

Johnson, Walter (1987) …………….…………… 291

Jones, James (2018) ……………………………. 2630

Jones, William G. (1983) ………………………...

Jordan, Patrick F. (1983) ………….……...……... 132

Joseph, Mark (2012) …………………...………. 2440

Jovanovic, Michael (2002) ………….………… 1062

Joy, Thomas (1984) ………………….…………. 191

Joyce, Kendel (2018) ………………………….. 2634

Joyce, Kevin (2005) ………………….………... 2002

Judd, John (2011) …………………….………... 2394

Karlson, Kenneth (2008) …………….………… 2134

Kaseta, Steven J. (1997) …………….……...…... 865

Keeler, Harley (1996) ……………...…………... 777

Kellaher, Gary (2015) ………………....………. 2555

Kelleher, Michael (2003) …………….………... 1140

Kennedy, Edward J., Jr. (1995) ……….………… 728

Kennedy, Thomas (2009) …………….………... 2255

Kenney, Richard (2005) ……………….………. 2006

Keverian, George (1990) ………………………... 460

Khambaty, Abdullah (1987) …………….……… 318

Kiley, Edwin (2001) ………...………….……... 1022

Killion, Sylvia (1999) ……………...…….……... 936

Kincus, David F. (1990) ……………...….……... 438

King, John P. (1990) ……………………….…... 449

Kinsella, Kevin B. (1996) ………………….…… 833

Koffman, Myron (1979) …………………………

Kokernak, Thomas (2010) ………….…………. 2344

Kominsky, Robert (2003) …………….………... 1112

Kopelman, David H. (1983) ………….…………. 124

Koval, Joanne (1994) ………………….………... 716

Kuendig, Herbert (1996) ………………………... 831

Kulian, Jacob (2005) …………………….……. 2005

Kurkjian, Mary V. (1986) ……………….……... 260

LaFlamme, Ernest (1987) ……………….………. 287

LaFrankie, Robert (1989) ……………….……… 394

LaFratta, Paul (2007) …………………….……. 2112

Lahiff, Daniel (2012) …………………...……... 2411

Lally, Joseph P., Jr. (2011) ……………….…… 2401

Lamothe, Blake (2014) …………………….…... 2496

Landy, David (2011) …………………………... 2407

Langone, Frederick C. (1984) ……………….…. 187

Langsam, Joan (2001) ……………………….… 1029

**Name (Year) Page**

Lannon, William C. (1984) …………………. ….. 208

Lanzetta, Scott (2009) ……………………….… 2278

Lanzetta, Scott (2009) ……………………….... 2278

Larkin, John, Jr. (1990) ……………………….… 490

Laumann, Brian (2010) ………………………... 2287

Laurel-Paine, Tamarin (2003) …………….…… 1110

Laurenza, John (2012) …………………….….... 2418

Lavoie, Robert (1987) …………………….……. 286

Lawrence, Charles (1987) ………………….…... 284

LeBlanc, Eugene (1986) ………………………... 278

Lemire, June (2002) …………………………... 1080

LeMoine, Eugene (2001) ……………….……… 1028

Lewis, Frank E. (1988) ………………….……… 360

Life Insurance Association of Massachusetts (1997).…879

Life Insurance Association of Massachusetts (2003) ... 1114

Ligonde, Eril (2011) ………………….………... 2364

Lincoln, Charles (2008) ………………………... 2188

Ling, Deirdre A. (1990) ……………….………... 456

Lisauskas, Stephen (2010) ……………………... 2329

Llewellyn, John R. (2005) …………….………. 2033

Lockhart, Benjamin (1988) …………….………. 339

Logan, Louis L. (1981) ………………….………. 40

Longo, Kendall (2003) ………………...….…... 1095

Look, Christopher S., Jr. (1991) ………….……... 543

Lozzi, Vincent J. (1990) ………………...……... 451

Lunny, David M. (2006) ………………….… 2044

Lussier, Thomas (2002) …………………….…. 1076

Lynch, William (2007) ………………………... 2105

MacDonald, Robert (2018) ……………………. 2628

MacGilvray, Harold (2018) …………………… 2636

MacGilvray, Harold (2018) …………………… 2637

Mach, Leonard (1993) …………………….……. 637

Mackenzie-Betty, Keith (2017) ………......…… 2617

Magliano, Francis M. (1986) …………….……... 273

Magliano, Frank (1988) ………………….……... 333

Maglione, Joseph (2008) ………………….…… 2172

Mahoney, Eugene J. (1983) …………...….……... 146

Main, Brian (1997) ………………...…….……... 877

Malcolm, Stephen (1991) ………………….…… 535

Malone, Marjorie (2012) ………………...….…. 2410

Maloney, William J. Jr. (2001) ………………... 1004

Manca, Charles J. (1993) ……………...………... 621

Mann, Charles W. (1994) ….…………………… 644

Manning, James (2007) …….………...………... 2076

Mannix, Michael (1983) ……………………….

Manzella, Robert (2001) ……….…………….... 1036

Mara, Francis G. (1994) ……….………………... 673

Marble, William (1990) ……….………………... 436

Marchand, Francis (2007) …….…………...…... 2113

Marchesi, John (1992) ………….………………. 597

Marguerite, Patrick (1996) ……….…………...... 773

Marinelli, Linda (1995) ………….……………... 721

Marshall, Clifford H. (1991) …….……………... 508

Marshall, Clifford H. (1995) …….……………... 719

Martin, Brian J. (1999) ………….……………… 945

**Name (Year) Page**

Martin, Frank (1999) …………….……………... 931

Martin, John K. (2002) ………………………... 1048

Martin, Michael (1982) ………….……………... 113

Martin, Scott (2009) …………….……………... 2273

Massa, John (1998) ……………….……………. 910

Massachusetts Candy & Tobacco Distributors (1992) ... 609

Massachusetts Department of Mental Health (1981) …... 50

Massachusetts Medical Society (1995) …….…… 751

Masse, Kenneth (1980) …………………………

Mater, Gary P. (1990) ………………….………. 467

Matera, Fred (1983) …………………………….

May, David E. (1983) …………………………... 161

Mazareas, James (2002) ……………….……… 1050

Mazzarella, Dean (2012) …...………….….…… 2442

Mazzilli, Frank (1996) ………………….………. 814

McCarthy, David F. (2003) …………….……… 1138

McCarthy, Stephen (2011) …………….………. 2355

McCormack, Michael (1991) …………………... 546

McCormick, James (2014) …………….………. 2494

McClure, Richard (2013) ……………….……... 2471

McDermott, Patricia (1991) …………….……… 566

McDonough, Richard (2014) …………….….… 2503

McGee, Terrence J. (1984) ……………….……... 167

McGinn, Joseph C. (1983) ……………….……... 163

McGovern, Edward (2016) ……………….…… 2590

McGrath, Walter R. (2004) ……………….…… 1186

McKinnon, Richard (2011) ……………….…… 2366

McKinnon, Robert S. (2000) ……………….…... 959

McLean, William G. (1982) ……………...….…… 75

McMann, Norman (1988) …………………….… 379

McNamara, Owen (1983) …………………….… 150

McPherson, Donald G. (2004) ……………….... 1182

Melanson, Norman (1999) ……………………... 955

Menard, Joan (1994) ……………………………. 686

Michael, George A. (1981) …………………….... 59

Michienzi, Vincent, Sr. (2017) ………....……... 2618

Middlesex Paving Corp. (1994) …………….…... 696

Mihos, James C. (1986) …………………….…... 274

Molla, Francis (1996) …………………………... 775

Molloy, Francis J. (1984) …………………….… 191

Molloy, Julie C. (2008) ………………………... 2140

Molloy, Julie C. (2008) ………………………... 2141

Mondeau, Marilyn (1996) ………………….….... 781

Montalbano, Janis (2000) ………………….……. 969

Moore, Brian (2006) ……………………….…... 2069

Moore, Elizabeth (2011) …………………….… 2386

Morency, Robert (1982) ………………………...

Morin, Peter B. (1994) ……………………….…. 663

Morley, Hugh Joseph (2004) …………………... 1195

Moshella, Anthony (1980) ………………………

Muir, Roger H. (1987) ………………….………. 301

Mullen, Kevin (1992) …………………………... 583

Mullin, Sean G. (1984) ………………….……… 168

Munyon, George, Jr. (1989) …………….……… 390

Murphy, Edward M. (1997) …………….……… 867

**Name (Year) Page**

Murphy, John E. (1996) ………………….…… 851

Murphy, Michael (1992) ………………….……. 613

Murphy, Patrick (2001) …………………….…. 1003

Murphy, Peter (2006) ……………………….… 2070

Murphy, Robert (2015) ……………...….……... 2572

Murray, James (2007) …………………….…... 2120

Muzik, Robert (1999) …………………...……... 925

Nadeau, Denis (2018) …………………………. 2625

Najemy, George (1985) ………………….……... 223

Napier, Sharon (2018) …………………………. 2626

Nash, Kenneth M. (1984) …………….………… 178

Nelson, David R. (1995) ……………….………. 754

Nelson, George, Jr. (1991) …………….………... 516

Nelson, Lori (2016) …………………….…...…. 2595

Nelson, Phillip (2000) ………………….………. 974

Nelson, Robert (2006) ………………….……... 2053

Newcomb, Reginald (2009) …………….……... 2199

Newcomb, Thomas (1985) ……………...……... 246

Newton, Geoffrey (1995) ………………….…… 724

Newton, Wayne (1994) …………………….…... 652

Nickinello, Louis R. (1990) ………………….…. 495

Nichols, Robert (2015) ……...……….……...…. 2570

Nicolo, Diego (2007) ……………….…………. 2122

Nieski, Martin (1998) …………………………... 903

Niro, Emil N. (1985) ………………….………… 210

Nolan, Thomas H. (1989) …………….………… 415

Nolan, Thomas J. (1987) …………….…………. 283

Northeast Theatre Corporation (1985).…………. 241

Norton, Thomas C. (1992) …………….………... 616

Nowicki, Paul (1988) ………………….………... 365

Nugent, Ernest (2000) ………………….………. 980

Nutter, Benjamin (1994) ……………….………. 710

O’Brien, Dennis (2013) ………………...……... 2468

O’Brien, George J. (1982) ………………………

O’Brien, John (2012) …………………...……... 2437

O’Brien, John L., Jr. (2017) ……………….…… 2598

O’Brien, John P. (1989) ………………………... 418

O’Brien, Robert J. (1983) …………………….… 149

O’Donnell, Michael (2011) ………………….… 2402

Ogden Suffolk Downs, Inc. (1985) ……………... 243

Ohman, John W. (2003) …………………….… 1108

O’Leary, Rae Ann (1979) ………………………

O’Neil, Matthew (2001) ……………….………. 1039

Oser, Patrick J. (2001) ………………….……… 1991

O’Toole, Edward (1994) …………...….………... 698

O’Toole, Michael (2008) ……………….……… 2165

Owens, Bill (1984) …………………….………... 176

P.A. Landers (2008) …………………….……... 2147

P.J. Keating Co. (1992) ………………….……... 611

P.J. Riley & Co. (2009) ………………….…… 2207

Padula, Mary L. (1987) …………………….…... 310

Palazzola, Olimpia (2008) ……………………... 2194

Paleologos, Nicholas (1984) ……………….…… 169

Palumbo, Elizabeth (1990) ……………………... 501

Panachio, Louis J. (1984) ……………………….

**Name (Year) Page** Parisella, Ralph (1995) ……………………….… 745

Parseghian, Scott (2017) ……………...……...... 2621

Partamian, Harold (1992) ……………….……… 593

Partamian, Harold (1996) ……………….……… 816

Pathiakis, Paul (2004) …………………….…… 1167

Pavlidakes, Joyce (1990) ………………….……. 446

Payson, Raymond (2007) …………………. ….. 2124

Pearson, William P. (1995) ……………….……. 741

Pedro, Brian (2002) ……………………….…… 1057

Pellicelli, John A. (1982) …………….………… 100

Pender, Peter (2006) ………………….………. 2046

Penn, Richard (1996) ………………….………... 819

Penn, Richard (1996) ………………….………... 822

Pepoli, Bethann (2009) ………………….……... 2283

Perreault, Lucian F. (1984) ……………….……. 177

Peters, Victor (1981) ……………………………

Peterson, Seth (2015) …………………….……. 2564

Petruzzi & Forrester, Inc. (1996) ………….…… 765

Pezzella, Paul (1991) …………………………... 526

Phinney, David L. (2001) ………………….…… 992

Piatelli, Theresa Lord (2010) ……………….…. 2296

Picano, Louis (2011) …………………………... 2358

Pierce, Richard (2012) ………………...…….…. 2414

Pigaga, John (1984) ……………………………... 181

Pignone, Edward (1979) ………………………...

Pitaro, Carl D. (1986) …………………………... 271

Plante, Curtis (2010) ……………….…………. 2335

Poirier, Kevin (1994) ……………….…………... 667

Poley, Philip (2013) ………………….………… 2462

Pollard, Sharon (2007) ……………….………... 2088

Potaski, Michael (2014) ……………………...... 2507

Pottle, Donald S. (1983) ………...…….………... 134

Powers, Michael D. (1991) …………….………. 536

Powers, Stephen (2002) ………………….……. 1046

Prue, Richard (2014) ……………………...…… 2505

Prunier, George (1987) …………………….…… 322

Puccini, Richard (2017) …………………….…. 2620

Quigley, Andrew P. (1983) ……………………...

Quinn, Robert J. (1986) …………………….…... 265

Quirk, James H., Jr. (1998) ……………………... 918

Race, Clarence D. (1988) …………………….… 328

Rainville, Lucien (1999) ………………………... 941

Ramirez, Angel (1989) ……………….…………. 396

Rankow, Norman (2012) ………......…………... 2435

Rapoza, Stephen (2004) ……………….……… 1187

Rebello, Joseph (2007) ………………...……... 2077

Recore, Jr., Omer H. (2002) …………….……... 1058

Reed, Mark P. (1997) …………………….……... 860

Reinertson, William (1993) ……………….……. 641

Renna. Robert G. (2002) ………………….…... 1091

Rennie, Robert J. (1984) ……………………….

Reynolds, Adelle (2001) ………………….…… 1035

Reynolds, Richard L. (1989) ……………….….... 423

Rhodes, Warren (1983) ………………………….

Ricci, Heidi (2011) ………………………….…. 2368

**Name (Year) Page**

Richards, Lowell L., III (1984) …………….…… 173

Richenburg, Henry (2015) ………………….…. 2551

Riley, Eugene P. (1984) …………………….…… 180

Riley, Michael (1988) ………………………. ….. 331

Riley, Thomas E., Jr. (2009) …………………... 2207

Ripley, George W., Jr. (1986) …………………... 263

Risser, Herbert E., Jr. (1981) …………….………. 58

Rivera, Mark (2010) …………………….……... 2316

Rizzo, Anthony (1989) ………………….………. 421

Robinson, Lee (1995) ……………….…………... 750

Rockland Trust Company (1989) …….…………. 416

Roeder, Harold (2008) ……………….………… 2135

Rogers, John, Jr. (1985) ……………….………... 227

Rogers, Raymund (2002) ……………….……... 1060

Romano, James (2004) ……………...….……... 1187

Romeo, Paul (1985) …………………….………. 218

Rosario, John J. (1984) ………………….……… 205

Rose, John (2015) ……………………….……... 255

Ross, Michael (2007) …………………….…… 2075

Rostkowski (2006) ……………………….…… 2047

Roth, Taylor (2009) ……………………….…... 2207

Roth, Taylor (2009) ……………………….…... 2250

Rotondi, Michael H. (2005) ……………….…… 2001

Rowan, Daniel (2010) …………………….…… 2293

Rowan, Daniel (2010) …………………….…… 2294

Rowe, Edward (1987) ……………...…….……... 307

Ruberto, James M. (2008) …………………. ….. 2149

Ruberto, James M. (2010) …………………. ….. 2320

Ruffo, John (1995) …………………………. ….. 718

Russo, James (1996) ………………………….… 832

Russo, James N. (1991) ……………………….… 523

Ryan, Patrick (1983) …………………….……… 127

Saccone, John P. (1982) ……………….….……… 87

Sakin, Louis H. (1986) …………………….……. 258

Saksa, Mary Jane (2003) ………………….…... 1109

Salamanca, Anthony (1994) ……………….…… 702

Sanna, John, Jr. (2003) ……………………. ….. 1160

Sandonato, Francis (1994) ………………….…... 707

Sansone, Casper Charles (1997) …………….…... 872

Sawyer, John (2003) …………………………... 1102

Scaccia, Angelo M. (1996) ……………………... 838

Scaccia, Angelo M. (2001) …………….……… 1021

Scafidi, Theodore L. (1988) …………….……… 360

Schumm, Marge (2002) ………………….……. 1072

Schmidt, William (2011) ………………….…… 2360

Schmidt, William (2011) ………………….…… 2361

Scola, Robert N. (1986) …………………….…... 388

[note: published in 1988 *Rulings*]

Scott, Jack (2009) ……………….……………... 2262

Seguin, Roland (1993) ………….………………. 630

Serra, Ralph (1983) ……………………………...

Sestini, Raymond (1986) ……….………………. 255

Seveney, Richard (2001) ……….……………... 1033

Shalsi, Ralph (2001) …………….……………… 999

Shane, Christine (1983) ………….……………... 150

**Name (Year) Page**

Sharrio, Daniel (1982) …………….……………. 114

Shay, John (1992) ………………….…………… 591

Sheehan, Robert F., Jr. (1992) …….………...…... 605

Shemeth, William R., III (1999) ….……………. 944

Shiraka, Stephen V. (2004) ……….…………... 1163

Silva, John (2009) ……………………………... 2202

Silva, Steven (2004) ……...……….…………... 1198

Simard, George (1990) …………….…………… 455

Simches, Richard B. (1980) ……….……………... 25

Singleton, Richard N. (1990) ………….………... 476

Slaby, William (1983) ………………………….

Slattery, Joseph (2008) ………………….……... 2186

Smith, Alfred D. (1985) ………………….……... 221

Smith, Arthur R., Jr. (2000) ……………….…… 983

Smith, Bernard J. (1980) ………………….……... 24

Smith, Charles (1989) …………………….……. 391

Smith, James H. (1991) …………………….…... 540

Smith, Jean-Marie (2010) ……………………... 2318

Smith, Lincoln (2008) ……………………….... 2152

Smith, Ross W. (1996) ……………………….… 778

Smith, Russell (1993) …………………………... 639

Sommer, Donald (1984) ………………………... 193

Spencer, Manuel F. (1985) ……………………... 214

Snell, Thomas (2015) ……………….……….… 2588

Speranza, Jack (2009) ……………….………… 2246

Stamps, Leon (1991) ………………….………... 521

Stanley, Cheryl (2006) ………………….……... 2073

Stanton, William J. (1992) ……………….……... 580

State Street Bank & Trust Company (1992) ….… 582

Stevenson, Mark (2015) ……………….………. 2582

St. John, Robert (1990) ………………….……... 493

St. Germain, Matthew (2004) …………….…… 1192

Stone, John R., Jr. (1988) ………………….…… 386

Stone & Webster Engineering Corp. (1991) ….... 522

Story, Elizabeth (2010) ……………...….……... 2314

Story, Elizabeth (2010) ………………....……... 2315

Straight, Matthew (2007) ……………….……... 2079

Strong, Kenneth R. (1984) …………….….……... 195

Studenski, Paul V. (1983) ……………………….

Sullivan, Delabarre F. (1983) …………….……... 128

Sullivan, J. Nicholas (2000) …………….…….... 963

Sullivan, John P. (1999) ………………….……... 937

Sullivan, Paul H. (1988) ……………...….……... 340

Sullivan, Richard E., Sr. (1984) ………….……... 208

Sullivan, Robert P. (1987) ……………….……... 312

Sullivan, William (2006) ………………….…... 2060

Sun, Gang (2012) …………………………....… 2420

Sunskis, Algird (2013) …………………….…... 2471

Sutter, C. Samuel (1999) ………………….……. 926

Sweeney, Michael (1999) ………………….…… 939

Sweetman, Arthur (1983) ……………………….

Swift, Jane M. (2000) ………………………. ….. 979

Tarbell, Kenneth (1985) ……………………. ….. 219

Tardanico, Guy (1992) ……………………….… 598

Tarmey, Edmund F. (2007) ………………….… 2107

**Name (Year) Page**

Tetreault, Michael A. (2000) …………….……... 972

Tevald, Joseph S. (2001) ………………….…... 1019

The New England Mutual Life Insurance Co. (1994) ….…... 693

Thomas, Cathie (1999) ……………………….… 942

Thompson, Allin P. (1998) …………………….... 908

Thompson, James V. (1987) ……………………. 298

Thornton, Vernon R. (1984) …………….……… 171

Tilcon Massachusetts, Inc. (1994) …….………… 653

Tinkham, Robert C., Jr. (2006) ……….………. 2035

Tivnan, Paul X. (1988) ………….………………. 326

Tocco, Michael (2011) ………….……………... 2377

Tompkins, Steven (2015) ……….…………...… 2567

Tortorici, Walter (2007) ……….……………... 2119

Townsend, Erland S., Jr. (1986).………………... 276

Trant, Scott (2006) …………….………………. 2067

Travis, Philip (2001) ………….………...……... 1014

Traylor, George (1995) ……….………………... 744

Triplett, James B. (1996) ……….………………. 796

Triplett, James B. (1996) ……….………………. 796

Triplett, James B. (1996) ……….………………. 827

Trodella, Vito (1990) …………….……………... 472

Truehart, Paul (2011) …………….……………. 2388

Truehart, Paul (2011) …………….……………. 2389

Tucker, Arthur (1989) …………….……………. 410

Tulimieri, Joseph (2015) ………….…………… 2560

Tully, B. Joseph (1982) …………………………

Turner, Joseph (2011) …………….…………… 2370

Turner, William E., Jr. (1988) …….……………. 351

United States Trust Company (1988) …….……... 356

Uong, Chanrithy (2005) ………………….……. 2013

Vallianos, Peter (2001) ………………………... 1032

Van Tassel, Gary (2006) …………………….… 2071

Vincent, Mark (2007) ……………………….…. 2115

Vinton, Barry (2001) ……………………….…. 1040

Wallen, Frank (1984) ………………………. ….. 197

Walley, Kenneth (2001) …………………….… 1037

Walsh, David I. (1983) ……………………….… 123

Walsh, Michael P. (1994) …………….………… 711

Walsh, Thomas P. (1994) …………….………… 670

Walsh-Tomasini, Rita (1984) …………………... 207

Ward, George (1994) ………………….………... 709

Weddleton, William (1990) …………….………. 465

Weissman, Mark (2008) ……………….………. 2189

Welch, Alfred, III (1984) ……………….……… 189

Whalen, Donald (1991) ………………….……... 514

Wharton, Thomas W. (1984) …………….……… 182

Wheeler, Edward (2011) ………………….…… 2380

Wheeler, Richard (2009) ………………….…… 2252

Whitcomb, Roger B. (1983) ……………………

White, Kevin H. (1982) ….………………………. 80

White, W. Paul (1994) …….……………………. 690

Wilkerson, Dianne (2001) ….…………………. 1026

Wilkerson, Dianne (2010) ….……………...…... 2334

Willauer, Whiting (2011) ….…………………... 2395

Williams, Helen Y. (1990) ….…………………... 468

**Name (Year) Page**

Willis, John J., Sr. (1984) …….…………………. 204

Wilson, Laval (1990) ………….………………... 432

Wilson, Robert (2014) ………………………… 2498

Winsor, Shawn S. (2007) ……….……………... 2095

Wong, Diane (2002) …………….……………. 1077

Woodward Spring Shop (1990) ….……………… 441

Wormser, Paul M. (2010) ……….……………... 2303

Young, Charles (1983) ………….……………… 162

**Name (Year) Page**

Zager, Jeffrey (1990) ….……...…….….….……. 463

Zakrzewski, Paul (2006) …...….….........…….... 2061

Zeneski, Joseph (1988) …….…….……......……. 366

Zeppieri, D. John (1990) …...…….……...……... 448

Zerendow, Donald P. (1988) …….…….......….... 352

Zora, Joseph, Jr. (1989) ………….….….….…… 401

Zora, Joseph, Sr. (1989) ………….….……...….. 401

**State Ethics Commission** **Enforcement Actions**

Summaries of 2018 Enforcement Actions .…………………………………………………… *i*

**2018 Enforcement Actions**

In the Matter of Denis Nadeau ...………………...….………………………………………... 2625

In the Matter of Sharon Napier ......………………………………….……….………......…... 2626

In the Matter of Robert MacDonald ...………………...….……………….…………..……... 2628

In the Matter of James Jones …………………………………..………...……….……...…... 2630

In the Matter of Gloria Fox ………………………………….…………..…….….…………. 2631

In the Matter of Thomas Fleming ……………………………………………………...……. 2631

In the Matter of Kendel Joyce ………………………………………………………………. 2634

In the Matter of Harold MacGilvray ……………….……………………….………...……... 2636

In the Matter of Harold MacGilvray ……………….……………………….………...……... 2637

In the Matter of Jeffrey Collingwood ………………………………….……………………. 2639

**Summaries of Enforcement Actions  
Calendar Year 2018**

**In the Matter of Denis Nadeau**

The Commission approved a Disposition Agreement in which Amesbury Building Inspector Denis Nadeau admitted to violating the conflict of interest law by intervening in his official capacity as building inspector in work performed at the home of his next-door neighbors, with whom he had a longstanding private dispute. Nadeau paid a $3,500 civil penalty. Nadeau was involved in a contentious private dispute with his neighbors when he committed the violations. In or about October 2014, Nadeau entered his neighbors’ property in his role as building inspector to question a landscaper who was planting trees. He ordered the work to cease until a Dig Safe inspection could be conducted, delaying the landscaping work for more than an hour. In a prior incident, Nadeau had also entered his neighbors’ property in his role as building inspector to question the installation of a security camera. Nadeau violated § 19 of the conflict of interest law, which prohibits a municipal employee from participating in matters in which he knows he has a financial interest. Nadeau knew he had a financial interest as an abutting property owner in his actions as building inspector concerning his neighbors’ tree-planting. Nadeau also violated § 23(b)(3) of the law, which addresses appearances of bias or undue influence in official actions, because someone aware of the ongoing disputes between Nadeau and his neighbors would reasonably have concluded that Nadeau would likely act unfavorably toward them as building inspector when he intervened in their tree-planting and questioned their security camera installer.

**In the Matter of Sharon Napier**

The Commission approved a Disposition Agreement in which Hingham Housing Authority Executive Director Sharon Napier admitted to violating two sections of the conflict of interest law by having a financial interest in a Housing Authority contract and by approving and co-signing Housing Authority payments to a friend’s company which she co-founded. Napier paid a $2,500 civil penalty. The Housing Authority Board voted on August 18, 2015 to award a contract to Napier to assist in a lottery to sell a low-to-moderate-income unit in a condominium complex in Hingham. Napier earned approximately $4,660 for the housing lottery services she provided. She violated § 20 of the conflict of interest law which generally prohibits municipal employees from having financial interests in contracts made by the city or town that employs them. While there are several   
  
exemptions to § 20, none were applicable to Napier’s situation. In addition, Napier and her friend Patrick Rossetti organized a company in March 2006 to conduct inspections of Section 8 housing and other properties. The company, Housing Inspection Services, LLC, entered into a contract in November 2006 to conduct inspections of Hingham Housing Authority units. Rossetti signed the contract as the company’s vice president and personally conducted the inspections. Napier’s tax records showed no income from Housing Inspection Services, LLC, after 2007, and the Secretary of the Commonwealth involuntarily dissolved the LLC in 2011. In December 2011, Napier was appointed Executive Director of the Hingham Housing Authority. At the time, Rossetti, doing business as Housing Inspection Services, was still performing inspections of Hingham Housing Authority units. From 2012-2015, Napier, as Executive Director, approved payments and co-signed approximately $22,000 in checks to Housing Inspection Services for performing inspections of Hingham Housing Authority units. Napier did not file any written disclosures with her appointing authority, the Hingham Housing Authority Board, regarding her relationship with Rossetti or Housing Inspection Services. A reasonable person, aware of Napier’s connections to Rossetti and Housing Inspection Services, would conclude that they could unduly enjoy Napier’s favor in the performance of her official Housing Authority duties. Napier violated § 23(b)(3) of the conflict of interest law by, as Housing Authority Executive Director, approving and co-signing payments to Housing Inspection Services without first

filing a disclosure with the Housing Authority Board to dispel the appearance of bias or undue influence.

**In the Matter of Robert MacDonald**

The Commission approved a Disposition Agreement in which Dighton Police Chief Robert MacDonald admitted to violating the conflict of interest law by participating in his son’s appointment as a full-time police officer. MacDonald paid a $7,000 civil penalty. In 2015 MacDonald recommended that the Board of Selectmen hire his son, then a reserve officer, as a full-time police officer. At the time, the established practice of the Dighton Police Department was to post openings for full-time positions internally and have interested candidates submit letters of intent. Dighton had two openings for full-time police officers in July 2015. Instead of posting the positions, MacDonald directed a member of his command staff to call the 11

individuals on the reserve officer list to inquire about their interest in the open positions. At least six reserve officers expressed interest in the positions, but their interest was not documented in letters of intent, a departure from the Dighton Police Department’s established practices. No interviews were conducted for the full-time officer positions. The Board of Selectmen is the hiring authority for the Police Department. As Police Chief, MacDonald recommended his son and another reserve officer for appointment to the two full-time officer positions. The Selectmen followed MacDonald’s recommendation. MacDonald violated § 19 when he decided not to post the open positions and recommended that the Board of Selectmen appoint his son. MacDonald also violated   
§ 23(b)(2)(ii) of the conflict of interest law, which prohibits municipal employees from using their public positions to secure unwarranted benefits for themselves or others, by using his position as Police Chief to secure his son’s appointment as a full-time officer without posting the position or documenting the interest of other reserve officers.

**In the Matter of James Jones**The Commission allowed a motion to dismiss the adjudicatory proceeding against former State Police Major James Jones after he paid a $1,250 civil penalty for failing to file a 2016 Statement of Financial Interests on time. The Commission’s Enforcement Division filed an Order to Show Cause on April 17, 2018 alleging that Jones, a former designated major policymaker, violated the Financial Disclosure Law by filing his 2016 Statement of Financial Interests several months late. The Financial Disclosure Law requires elected state and county officials, candidates for state office, and state and county employees in designated major policymaking positions to annually disclose their financial interests and private business associations by filing a Statement of Financial Interests with the Ethics Commission. When a Statement of Financial Interests is filed after it is due but before an Order to Show Cause is issued, the late filer is subject to a civil penalty of $100 to $1,250 in accordance with an established Commission schedule. After the Enforcement Division issued the Order to Show Cause, which initiated adjudicatory proceedings, Jones paid a $1,250 civil penalty. In allowing the motion to dismiss, the Commission formally accepted the payment from Jones and dismissed the adjudicatory proceeding.

**In the Matter of Gloria Fox**

The Commission allowed a motion to dismiss the adjudicatory proceeding against former State Representative Gloria Fox after she paid a $1,250 civil penalty for failing to file a 2016 Statement of Financial Interests on time. The Commission’s Enforcement Division filed an Order to Show Cause on April 17, 2018 alleging that Fox, a former elected state official, violated the Financial Disclosure Law by filing her 2016 Statement of Financial Interests several months  
late. The Financial Disclosure Law requires elected state and county officials, candidates for state office, and state and county employees in designated major policymaking positions to annually disclose their financial interests and private business associations by filing a Statement of Financial Interests with the Ethics Commission. When a Statement of Financial Interests is filed after it is due but before an Order to Show Cause is issued, the late filer is subject to a civil penalty of $100 to $1,250 in accordance with an established Commission schedule. After the Enforcement Division issued the Order to Show Cause, which initiated adjudicatory proceedings, Fox paid a $1,250 civil penalty. In allowing the motion to dismiss, the Commission formally accepted the payment from Fox and dismissed the adjudicatory proceeding.

**In the Matter of Thomas Fleming**The Commission approved a Disposition Agreement in which Northern Essex Community College Police Academy Director Thomas Fleming admitted to violating two sections of the conflict of interest law by recommending that the college purchase training gear for the Academy from his private employer, a sporting goods company, and for representing both the Academy and the company in those transactions. Fleming paid a $5,000 civil penalty. Fleming received commissions on the purchases. NECC hired Fleming as a consultant in 2014 to help establish the Police Academy and appointed him Academy Director in August 2015. While working for NECC, Fleming also worked part-time for All Sports Heroes Uniforms, Sporting Goods and Promotions, Inc., a private uniform and sporting goods company. In July 2015, Fleming began earning commissions on All Sports sales, including the sale of physical training gear to the NECC Police Academy, which orders and pays for physical training gear for all Academy recruits. On multiple occasions from 2015 through 2017, Fleming presented price quotes from All Sports to NECC, recommended the college purchase training gear for the Academy from All Sports, filled the Academy’s purchase orders, and approved payment of All Sports invoices for the purchases. Fleming received approximately $5,000 in commissions on training gear sales to the Academy. Shortly after the Commission contacted and interviewed him, Fleming wrote a letter to the NECC President notifying him that he had been employed by All Sports since 2014 and may have had an indirect financial interest in contracts made between the company and the college. Fleming tendered checks to the college totaling $2,952, the amount he believed he had earned in commissions on sales to NECC. Fleming repeatedly violated § 4(c) of the conflict of interest law, which prohibits a state employee from representing or acting as the agent of anyone in connection with a matter in which the Commonwealth or a state agency is a party or has a direct and substantial interest, by representing All Sports in transactions with NECC while also working for NECC. Fleming also repeatedly violated § 6 of the conflict of interest law, which prohibits a state employee from participating in his official capacity in a matter in which he or his private employer has a financial interest, by as an NECC employee, recommending that NECC purchase equipment from All Sports, forwarding price quotes to the NECC purchasing department, and approving invoices from All Sports despite knowing that he and his private employer had financial interests in the purchases.

**In the Matter of Kendel Joyce**The Commission approved a Disposition Agreement in which Wrentham Housing Authority Maintenance Worker Kendel Joyce admitted to violating the conflict of interest law by using a third party to purchase a surplus truck from the Housing Authority after the Commission’s Legal Division advised him that he could not lawfully buy the vehicle. Joyce paid a $3,500 civil penalty. In autumn 2013, Wrentham Housing Authority Executive Director Nancy Siegel decided to sell the agency’s 2005 Ford F-250 pickup truck. Joyce, who was friends with Siegel, expressed an interest in buying it. Joyce called the Commission’s Legal Division on October 24, 2013 to ask whether he could bid on and purchase a truck from his public employer at auction. Joyce was advised that § 20 of the conflict of interest law prohibits municipal employees from having a direct or indirect financial interest in a contract made by an agency of the city or town that employs them. While there are exemptions to § 20, the Legal Division informed Joyce that there was no exemption that would allow him to legally purchase the truck from the Housing Authority. Joyce then contacted an acquaintance, Kurt Maloof, who owned businesses that bought and sold vehicles. At Joyce’s request, Maloof agreed to purchase the truck from the Housing Authority on Joyce’s behalf. Before the Housing Authority advertised the truck for sale on December 29, 2013, Siegel told Joyce when the ad would appear, and Joyce passed that information to Maloof. The Housing Authority subsequently received a single bid for the truck, Maloof’s bid of $875, which was substantially less than the truck’s actual value. After the bid period closed, Siegel accepted Maloof’s bid and signed the truck’s title over to him. On the same day, Maloof, in turn, signed the title over to Joyce. After Joyce paid Maloof $875 for the truck, Maloof purchased a bank check in the same amount and submitted it to the Wrentham Housing Authority as payment for the truck. Joyce violated   
§ 20 by using a third party to purchase the truck from the Housing Authority after the Commission advised him that he could not lawfully buy it, because he then had a prohibited financial interest a contract with his municipal employer. Section 20 prevents municipal employees from gaining an “inside track” on municipal contracts, such as the purchase of surplus municipal property and other valuable opportunities, by strictly limiting their ability to have financial interests in contracts with their municipal employers.

**In the Matter of Harold MacGilvray**The Commission issued a Final Order allowing a Joint Motion to Dismiss the Adjudicatory Proceeding and approved a Disposition Agreement in which Medford police officer Harold MacGilvray admitted to violating the conflict of interest law by engaging in political activity while on duty and in uniform 10 days before the 2016 presidential election. MacGilvray paid a $1,500 civil penalty. While working as a Medford Police Department patrol officer at a community event on October 29, 2016, MacGilvray and another uniformed MPD officer posed for a photograph, acting as if they were restraining a person who was wearing a Hillary Clinton mask, shackles, and a prison jumpsuit. MacGilvray, who also served as president of the Medford Police Patrolmen’s Association, posted the photograph to the MPPA Facebook page with the caption “Look who the MPD grabbed at the Fall Festival in Haines Square Today….” Later that day, while still in uniform and on duty at another community event, MacGilvray and two other MPD officers posed for a photograph with a person dressed in a Donald Trump mask and business suit. MacGilvray authored the caption “Making America GREAT again in West Medford Square!!” and asked another MPD officer to post the photograph and caption to the MPPA Facebook page. Soon after the photographs were posted, they were widely circulated on social media and gained attention from local and national news outlets. In response to the controversy, MacGilvray removed the photographs from the MPPA Facebook page the same day. He later received a letter of reprimand from the MPD for violating the department’s policy on political activity. He was also required to post a letter of apology, which appeared on the MPPA website for three days. MacGilvray violated § 23(b)(2)(ii) of the conflict of interest law, which prohibits public employees from using or attempting to use their official positions to secure for themselves or others unwarranted privileges of substantial value that are not properly available to similarly situated individuals, by using public resources – a MPD police uniform and worktime – to engage in private political activity. Posting or otherwise causing the publication of photographs and captions that demonstrate support for one candidate over another, even if done as an attempt to amuse others, is private political activity. Wearing an official police uniform when engaging in private political activity creates the impression of official and public support.

**In the Matter of Jeffrey Collingwood**The Commission approved a Disposition Agreement in which former Sheffield Conservation Commission member Jeffrey Collingwood admitted to violating   
§ 17 of the conflict of interest law by representing a private client before the town while serving on the Conservation Commission. Collingwood paid a $2,500 civil penalty. Section 17 is based on the principle that a municipal employee owes a duty of loyalty to the municipality that he or she serves. Because of this duty, a municipal employee generally may not represent or do paid work for a private party in a matter involving the municipality. Collingwood, a civil engineer, was hired on or about March 2, 2015 by George Soudant to assist with obtaining permits for work at his property on North Main Street in Sheffield, which contains wetlands. That July, the Sheffield Board of Selectmen appointed Collingwood to serve on the town Conservation Commission, which administers the Wetlands Protection Act and is the local permitting authority for the Massachusetts Department of Environmental Protection. Approximately two months after his appointment, Collingwood appeared before the Conservation Commission on Soudant’s behalf regarding the North Main Street property. Collingwood also represented Soudant before the Sheffield Zoning Board of Appeals. Collingwood was paid $4,343 for work performed in relation to the North Main Street property in 2015 and personally received approximately $2,000 after paying subconsultants. After the Commission notified Collingwood in March 2017 that he was the subject of an investigation, he did not bill Soudant for work performed after August 2016. Collingwood violated § 17 when he represented Soudant before the town, filed documents with the town that he had signed on behalf of Soudant, and was paid by Soudant in connection with the work.

**COMMONWEALTH OF MASSACHUSETTS**

**STATE ETHICS COMMISSION**

**SUFFOLK, ss. COMMISSION**

**ADJUDICATORY**

**DOCKET NO. 18-0002**

**IN THE MATTER OF   
DENIS NADEAU**

**DISPOSITION AGREEMENT**

The State Ethics Commission (“Commission”) and Denis Nadeau (“Nadeau”) enter into this Disposition Agreement pursuant to Section 3 of the Commission’s *Enforcement Procedures*.  This Agreement constitutes a consented-to final order enforceable in the Superior Court, pursuant to G.L. c. 268B, § 4(j).

On October 21, 2015, the Commission initiated, pursuant to G.L. c. 268B, § 4(a), a preliminary inquiry into possible violations of the conflict of interest law, G.L. c. 268A.  On December 21, 2017, the Commission concluded its inquiry and found reasonable cause to believe that Nadeau violated G.L. c. 268A, § 19 and 23 (b)(3).

The Commission and Nadeau now agree to the following findings of fact and conclusions of law:

**Findings of Fact**

1. Nadeau, a resident of Amesbury,was during the relevant time the Amesbury Building Inspector.  As such, Nadeau was a municipal employee as that term is defined in G.L. c. 268A, § 1.
2. During the relevant time, Nadeau owned and resided in a house in Amesbury.
3. During the relevant time, Lauren and Michael Provost (“the Provosts”) owned and resided in a house in Amesbury, next door to Nadeau.
4. During the relevant time, Nadeau and the Provosts had a contentious relationship.  Both parties contacted the police on numerous occasions regarding their disputes as neighbors.
5. On or about May 2014, a Comcast worker began to install a security camera pointed towards the Provosts’ driveway.
6. On or about May 2014, Nadeau entered the Provosts’ property and, in his role as Building Inspector, questioned the Comcast worker regarding whether the worker had a permit for the security camera.
7. Based on the Comcast worker’s response to his questions, Nadeau, as Building Inspector, determined that the camera installation did not require a permit.
8. On or about October 2014, a landscaper began to plant trees on the Provosts’ property.
9. On or about October 2014, Nadeau entered the Provosts’ property and, in his role as Building Inspector, questioned the landscaper about the proposed plantings.  As Building Inspector, Nadeau ordered the landscaper to cease working until a Dig Safe inspection could be conducted.  Nadeau, as Building Inspector, requested a Dig Safe inspection.  The inspection found that the trees could be safely planted.  The inspection delayed the landscaper’s work by one to two hours.

**Conclusions of Law**

*Section 19*

1. Except as otherwise permitted,**[1]** § 19 of G.L. c. 268A prohibits a municipal employee from participating**[2]** as such an employee in a particular matter**[3]** in which, to his knowledge, he or an immediate family member has a financial interest.**[4]**
2. Nadeau’s determinations and decisions as Building Inspector on or about October 2014 concerning the installation of the trees on the Provost’s property, including to enter the Provosts’ property, to inquire about work being done on the property, to order the work stopped, to call for an inspection, and to order the work delayed until the inspection was completed, were particular matters.
3. Nadeau participated in these particular matters as Building Inspector by making these decisions and determinations and by carrying them out by entering the Provost’s property and ordering the work stopped until inspected.
4. As the owner of property abutting the Provosts’ property, Nadeau had a financial interest in these particular matters.
5. At the time of his participation, Nadeau knew that he had a financial interest in these particular matters.
6. Accordingly, by participating in these particular matters concerning the Provosts’ installation of trees, Nadeau violated § 19.

*Section 23(b)(3)*

1. Section 23(b)(3) of G.L. c. 268A prohibits a municipal employee from, knowingly, or with reason to know, acting in a manner which would cause a reasonable person, having knowledge of the relevant circumstances, to conclude that any person can improperly influence or unduly enjoy his favor in the performance of his official duties, or that he is likely to act or fail to act as a result of kinship, rank, position or undue influence of any party or person.  The section further provides that it shall be unreasonable to so conclude if such officer or employee has disclosed in writing to his appointing authority or, if no appointing authority exists, discloses in a manner which is public in nature, the facts which would otherwise lead to such a conclusion.
2. By entering the Provosts’ property and questioning the Comcast worker and the landscaper, Nadeau knowingly or with reason to know, acted in a manner which would cause a reasonable person, having knowledge of all the relevant circumstances related to the animosity that existed between the Provosts and Nadeau, to conclude that Nadeau would be likely to act unfavorably toward the Provosts in the exercise of his official authority.
3. Nadeau did not file a disclosure sufficient to dispel this appearance of bias in his official actions.**[5]**
4. Accordingly, by his above-described actions Nadeau violated G.L. c. 268A, § 23(b)(3).

In view of the foregoing violations of G.L. c. 268A by Nadeau, the Commission has determined that the public interest would be served by the disposition of this matter without further enforcement proceedings, on the basis of the following terms and conditions agreed to by Nadeau:

(1)  that Nadeau pay to the Commonwealth of Massachusetts, with such payment to be delivered to the Commission, the sum of $3,500.00 as a civil penalty for violating G.L. c. 268A, § 19; and

(2)  that Nadeau waive all rights to contest, in this or any other administrative or judicial proceeding to which the Commission is or may be a party, the findings of fact, conclusions of law and terms and conditions contained in this Agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[1]** None of the exemptions to § 19 apply.

**[2]** “Participate” means to participate in agency action or in a particular matter personally and substantially as a state, county or municipal employee, through approval, disapproval, decision, recommendation, the rendering of advice, investigation or otherwise.  G.L. c. 268A, § 1(j).

**[3]** “Particular matter” means any judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, finding, but excluding enactment of general legislation by the general court and petitions of cities, towns, counties and districts for special laws related to their governmental organizations, powers, duties, finances and property.  G.L. c. 268A, § 1(k).

**[4]** “Financial interest” means any economic interest of a particular individual that is not shared with a substantial segment of the population of the municipality.  *See Graham v. McGrail*, 370 Mass. 133 (1976).  This definition has embraced private interests, no matter how small, which are direct, immediate or reasonably foreseeable.  *See EC-COI-84-98.*  The interest can be affected in either a positive or negative way.  *EC-COI-84-96.*

**[5]** Nadeau could have avoided violating § 23(b)(3) by making a written disclosure of the relevant facts to his appointing authority before participating in matters related to the Provosts.

**DATE**: April 9, 2018

**COMMONWEALTH OF MASSACHUSETTS**

**STATE ETHICS COMMISSION**

**SUFFOLK, ss. COMMISSION ADJUDICATORY  
 DOCKET NO. 18-0006**

**IN THE MATTER OF**

**SHARON NAPIER**

**DISPOSITION AGREEMENT**

**Introduction**

The State Ethics Commission (“Commission”) and Sharon Napier (“Napier”) enter into this Disposition Agreement pursuant to Section 3 of the Commission’s *Enforcement Procedures*.  This Agreement constitutes a consented-to final order enforceable in the Superior Court, pursuant to G.L. c. 268B, § 4(j).

On December 15, 2016, the Commission initiated a preliminary inquiry, pursuant to G.L. c. 268B, § 4(a), into possible violations of the conflict of interest law, G.L. c. 268A, by Napier.  On December 21, 2017, the Commission concluded its inquiry and found reasonable cause to believe that Napier violated G.L. c. 268A, §§ 20 and 23(b)(3).

The Commission and Napier now agree to the following findings of fact and conclusions of law:

**Housing Inspection Services**

*Findings of Fact*

1. During the relevant time, Napier, a resident of Quincy, was the Hingham Housing Authority (“Housing Authority”) Executive Director.  The Housing Authority Board was her appointing authority.
2. In March 2006, Napier and Patrick Rossetti (“Rossetti”) organized Housing Inspection Services, LLC (“HIS, LLC”), a limited liability company, to inspect Section 8 and other housing.  Napier was the manager of HIS, LLC.
3. Napier and Rossetti were good friends at all relevant times.
4. On or about November 9, 2006, HIS, LLC entered into contract with the Housing Authority to conduct housing inspections of Housing Authority units.  Rossetti signed the contract as HIS, LLC Vice President and personally performed the housing inspections.
5. On January 1, 2007, Rossetti and Napier executed a notarized “General Notice of Limited Liability Company Dissolution,” which purported to dissolve HIS, LLC.
6. Napier’s tax records do not show any income from HIS, LLC after 2007.
7. The Secretary of the Commonwealth involuntarily dissolved HIS, LLC on April 19, 2011.
8. The Housing Authority Board appointed Napier Executive Director of the Housing Authority in December 2011.
9. Rossetti, doing business as HIS, was still performing housing inspections of Housing Authority units as of December 2011, and continued to perform the inspections through 2015.
10. From 2012-2015, Napier, as Housing Authority Executive Director, approved payments and co-signed approximately $22,000 in checks to HIS for performing housing inspections of Housing Authority units.
11. Napier did not file any written disclosures with her appointing authority, the Housing Authority Board,

regarding her relationship with HIS or Rossetti.

*Conclusions of Law*

1. Section 23(b)(3) of G.L. c. 268A prohibits a municipal employee from knowingly, or with reason to know, acting in a manner which would cause a reasonable person, having knowledge of the relevant circumstances, to conclude that any person can improperly influence or unduly enjoy his favor in the performance of his official duties, or that he is likely to act or fail to act as a result of kinship, rank, position or undue influence of any party or person.  The section further provides that it shall be unreasonable to so conclude if such officer or employee has disclosed in writing to his appointing authority or, if no appointing authority exists, discloses in a manner, which is public in nature, the facts which would otherwise lead to such a conclusion.
2. As the Housing Authority Executive Director, Napier was a municipal employee as defined by G.L. c. 268A, § 1.
3. By, as Housing Authority Executive Director, approving payments and co-signing checks to HIS, Napier knowingly or with reason to know, acted in a manner, which would cause a reasonable person having knowledge of all the relevant circumstances, to conclude that HIS and/or Rossetti could unduly enjoy Napier’s favor in the performance of her official Housing Authority duties.  Napier did not file a disclosure with her appointing authority, the Housing Authority Board, to dispel this appearance of a conflict of interest.  In so acting, Napier violated G.L. c. 268A, § 23(b)(3).

**Lottery Contract**

*Findings of Fact*

1. In 2006, the Housing Authority entered into a contract with Ridgewood Partners, LLC to provide lottery services for the sale of three low-to-moderate-income units in a 31-unit condominium complex in Hingham.  Once sold, the units would become part of the Town of Hingham’s affordable housing stock.  Two units sold in or about 2008.
2. The Housing Authority Board appointed Napier Executive Director of the Housing Authority in December 2011.
3. On August 18, 2015, at a public meeting, which agenda was previously posted, the Housing Authority Board voted unanimously to award a contract to Napier to facilitate the sale of the third unit using a lottery process.  The contract stated, in part, the following:

*This Lottery Services Agreement (the Agreement”) is made on this 18th day of August 2015, by and between the Hingham Housing Authority . . . and Sharon Napier (hereinafter “Ms. Napier”), the Executive Director of HHA, acting as a private person and not employed as the Executive Director of HHA.*

1. Napier’s fee under lottery contract was $40/hour.  Napier earned approximately $4,660 for the lottery services she provided.

*Conclusions of Law*

1. Section 20 of G.L. c. 268A prohibits a municipal employee from having a financial interest, directly or indirectly, in a contract made by a municipal agency of the same city or town, in which the same city or town is an interested party of which financial interest the employee has knowledge or reason to know.  There are a number of exemptions in § 20, but none are applicable here.
2. The Housing Authority is a municipal agency, pursuant to G.L. c. 121B, § 7.
3. The Lottery Contract was a contract made by the Housing Authority, a municipal agency of the Town of Hingham, in which the Town of Hingham was an interested party.
4. Napier, as a party to the Lottery Contract for compensation, knew she had a financial interest in the contract.
5. By having a financial interest in the Lottery Contract with the Housing Authority, in which the Town of Hingham was an interested party, while employed as the Housing Authority Executive Director, Napier violated   
   § 20.
6. Napier’s financial interest in the Lottery Contract was not permitted or approved under any exemption to § 20, and the contract language “acting as a private person and not employed as the Executive Director of HHA [Hingham Housing Authority]” did not safeguard her from violating   
   § 20.

In view of the foregoing violations of G.L. c. 268A by Napier, the Commission has determined that the public interest would be served by the disposition of this matter without further enforcement proceedings, on the following terms and conditions agreed to by Napier:

(1)  that Napier pay to the Commonwealth of Massachusetts, with such payment to be delivered to the Commission, the sum of $2,500 as a civil penalty for violating G.L. c. 268A, §§ 20 and 23(b)(3); and

(2)  that Napier waive all rights to contest, in this or any other administrative or judicial proceeding to which the Commission is or may be a party, the findings of fact, conclusions of law and terms and conditions contained in this Agreement.

**DATE**: May 21, 2018

**COMMONWEALTH OF MASSACHUSETTS**

**STATE ETHICS COMMISSION**

**SUFFOLK, ss. COMMISSION  
 ADJUDICATORY  
 DOCKET NO. 18-0005**

**IN THE MATTER OF**

**ROBERT MACDONALD**

**DISPOSITION AGREEMENT**

The State Ethics Commission (“Commission”) and Robert MacDonald (“MacDonald”) enter into this Disposition Agreement pursuant to Section 3 of the Commission’s *Enforcement Procedures*.  This Agreement constitutes a consented-to final order enforceable in the Superior Court, pursuant to G.L. c. 268B, § 4(j).

On October 20, 2016, the Commission initiated a preliminary inquiry, pursuant to G.L. c. 268B, § 4(a), into possible violations of the conflict of interest law, G.L.   
c. 268A. On December 21, 2017, the Commission concluded its inquiry and found reasonable cause to believe that MacDonald violated G.L. c. 268A, §§ 19 and 23(b)(2)(ii).

The Commission and MacDonald now agree to the following findings of fact and conclusions of law:

**Findings of Fact**

1. MacDonald, a resident of Dighton,was the Dighton Police Chief during the relevant time.
2. The Dighton Board of Selectmen is the appointing authority for the Dighton Police Department (“DPD”).
3. In or about July 2015, there were two open full-time police officer positions in the DPD.
4. The starting weekly pay for a full-time DPD police officer was $976.63 at $26.16/hour.  The hourly pay for a reserve officer was $16.01/hour.
5. In July 2015, MacDonald’s son was living with him.
6. MacDonald knew his son had an interest in a full-time police officer position.
7. As of July 2015, the Town had no written policies and procedures for hiring police officers. The DPD’s unwritten but established practice was to post open full-time police officer positions internally. Interested candidates would then submit letters of intent documenting their interest in the positions.
8. MacDonald, as the Dighton Police Chief, decided not to post the two full-time police officer positions and instead directed a member of his command staff to call the eleven police officers on the DPD reserve officer list to inquire as to their interest in the positions. The DPD’s practice was to hire full-time officers from its reserve officers list.
9. MacDonald’s son was one of eleven reserve officers on the DPD reserve officers list.
10. At least six reserve officers expressed their interest in the open positions, however their interest in the positions was not documented by letters of intent submitted in accordance with the DPD’s unwritten but established practices.
11. No interviews were conducted for the two open full-time police officer positions.
12. MacDonald, as the Dighton Police Chief, decided to recommend his son and another DPD reserve officer to the Board of Selectmen for appointment to the two full-time police officer positions. MacDonald personally presented the recommendation on September 30, 2015, and presented a memorandum, signed by him and the DPD’s Command Staff of three sergeants, documenting the recommendation. The Board of Selectmen accepted the recommendation and appointed MacDonald’s son and the other candidate to the full-time police officer positions.

**Conclusions of Law**

*Section 19*

13. As Dighton Police Chief, MacDonald was a municipal employee as that term is defined in G.L. c. 268A, § 1.

14. Except as otherwise permitted,**[1]** § 19 of G.L. c. 268A prohibits a municipal employee from participating**[2]** as such an employee in a particular matter**[3]** in which, to his knowledge, he or an immediate family member**[4]** has a financial interest.**[5]**

15. The decision to appoint and hire two full-time DPD police officers was a particular matter for which the Board of Selectmen was responsible.

16. MacDonald participated as the Dighton Police Chief in the particular matter of the appointment and hiring of the two police officers by deciding not to post the positions and instead directing a member of his command staff to call the reserve police officers, by deciding to recommend his son for appointment to a full-time police officer position, and by presenting that recommendation to the Board of Selectmen.

17. MacDonald’s son is a member of MacDonald’s immediate family.

18. MacDonald’s son had a financial interest in the particular matter because of the compensation he would receive if he were appointed and hired as a full-time DPD police officer.

19. At the time of his participation, MacDonald knew that his son had a financial interest in his appointment and hiring as a full-time police officer.

20. Accordingly, by participating as the Dighton Police Chief in the appointment and hiring of his son as a full-time DPD police officer including by making a recommendation to the Selectmen, MacDonald violated   
§ 19.

*Section 23(b)(2)(ii)*

1. Section 23(b)(2)(ii) of G.L. c. 268A prohibits a municipal employee from knowingly, or with reason to know, using or attempting to use his official position to secure for himself or others unwarranted privileges or exemptions, which are of substantial value,**[6]** and which are not properly available to similarly situated individuals.
2. The appointment of MacDonald's son to a full-time DPD police officer position was a privilege.
3. Here, the privilege was unwarranted because the appointment was secured through a process that was contrary to the DPD’s unwritten but established practices.
4. The privilege was of substantial value because the starting weekly pay for a full time DPD police officer was over $50 more than the amount a DPD reserve officer would be paid for the same number of hours of work.
5. Here, the privilege was not properly available to similarly situated individuals because MacDonald recommended his son’s appointment after MacDonald had failed to follow the DPD’s unwritten but established practice of posting open positions and allowing interested candidates to submit letters of intent documenting their interest in the positions.
6. By deciding as the Dighton Police Chief not to follow the unwritten but established practice of posting the positions and allowing reserve officers to submit letters of intent documenting their interest in the positions, and instead directing the use of a telephone call process that did not document reserve officers’ interest in the positions, MacDonald used his official position to secure his son’s appointment. In so doing, MacDonald knowingly or with reason to know used his official position to secure for his son an unwarranted privilege of substantial value that was not properly available to similarly situated individuals and violated § 23(b)(2)(ii).

In view of the foregoing violations of G.L. c. 268A by MacDonald, the Commission has determined that the public interest would be served by the disposition of this matter without further enforcement proceedings, on the basis of the following terms and conditions agreed to by Robert MacDonald:

(1)  that MacDonald pay to the Commonwealth of Massachusetts, with such payment to be delivered to the Commission, the sum of $7,000 as a civil penalty for violating G.L. c. 268A, §§ 19 and 23(b)(2)(ii); and

(2)  that MacDonald waive all rights to contest, in this or any other administrative or judicial proceeding to which the Commission is or may be a party, the findings of fact, conclusions of law and terms and conditions contained in this Agreement.

**[1]** None of the exemptions applies.  In order for MacDonald not to have violated § 19, a public written determination by the Selectmen under § 19 (b)(1) allowing MacDonald to participate in the hiring of his son would have to have been made before that participation, even if, as here, one or more Selectmen knew that the Chief’s son was a candidate.  No such determination was made by the Selectmen.

**[2]** “Participate” means to participate in agency action or in a particular matter personally and substantially as a state, county or municipal employee, through approval, disapproval, decision, recommendation, the rendering of advice, investigation or otherwise.  G.L. c. 268A, § 1(j).

**[3]** “Particular matter” means any judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, finding, but excluding enactment of general legislation by the general court and petitions of cities, towns, counties and districts for special laws related to their governmental organizations, powers, duties, finances and property.  G.L. c. 268A, § 1(k).

**[4]** “Immediate family” means the employee and his spouse, and their parents, children, brothers and sisters.  G.L.   
c. 268A, § 1(e).

**[5]** “Financial interest” means any economic interest of a particular individual that is not shared with a substantial segment of the population of the municipality.  *See Graham v. McGrail*, 370 Mass. 133 (1976).  This definition has embraced private interests, no matter how small, which are direct, immediate or reasonably foreseeable.  *See EC-COI-84-98.*  The interest can be affected positively or negatively.  *EC-COI-84-96.*

**[6]** The Commission has established a $50.00 threshold to determine “substantial value.”  930 CMR 5.05.

**DATE**: May 21, 2018

**COMMONWEALTH OF MASSACHUSETTS**

**STATE ETHICS COMMISSION**

**SUFFOLK, ss. COMMISSION ADJUDICATORY**

**DOCKET NO. 18-0003**

**IN THE MATTER OF**

**JAMES JONES**

Appearances: Candies Pruitt-Doncaster, Esq.   
 Counsel for Petitioner

James Jones, Pro Se   
 Respondent

Commissioners: Barbara A. Dortch-Okara, Ch., David A. Mills, Thomas J. Sartory, Maria J. Krokidas, R. Marc Kantrowitz

Presiding Officer: Commissioner R. Marc Kantrowitz

**FINAL ORDER**

On May 2, 2018, Petitioner filed a Motion to Accept Respondent’s Payment of Civil Penalty and to Dismiss the Adjudicatory Proceedings (“Motion”).

In this action, Petitioner alleges that Respondent James Jones, who has retired as a State Police Major, held a major policymaking position for purposes of G.L. c. 268B, and served for more than 30 days in 2016, but failed to file a

Statement of Financial Interests (“SFI”) for calendar year (“CY”) 2016 by May 1, 2017 in violation of G.L.  c. 268B,

§ 5.  Petitioner alleges that on May 19, 2017, the Commission sent Jones a Formal Notice of Lateness (“Notice”) advising him that his CY 2016 SFI had not been filed and was delinquent, that the Commission would impose civil penalties if he failed to file within 10 days of receiving the Notice, and that he would not incur civil penalties if he filed by June 1, 2017.

Jones filed his CY 2016 SFI on November 6, 2017.  A schedule established by the Commission sets civil penalties for SFIs filed later than 10 days after receipt of a Notice.  A penalty of $1,250 is set for an SFI filed during the period between 121 days late and the day before an Order to Show Cause is issued.  Petitioner demanded that Jones pay a penalty of $1,250.

The grounds for Petitioner’s Motion are that Respondent has delivered a certified check for $1,250 to the Commission in full payment of the penalty demanded.

**WHEREFORE**, the Commission accepts Respondent’s payment of the civil penalty and **ALLOWS** Petitioner’s Motion.  The adjudicatory proceeding is hereby **DISMISSED**.

**DATE AUTHORIZED**: May 17, 2018

**DATE ISSUED**: May 24, 2018

**COMMONWEALTH OF MASSACHUSETTS**

**STATE ETHICS COMMISSION**

**SUFFOLK, ss. COMMISSION ADJUDICATORY**

**DOCKET NO. 18-0004**

**IN THE MATTER OF**

**GLORIA FOX**

Appearances: Tracy Morong, Esq.   
 Counsel for Petitioner

Gloria Fox, Pro Se   
 Respondent

Commissioners: R. Marc Kantrowitz, David A. Mills, Thomas J. Sartory, Maria J. Krokidas

Presiding Officer: Commissioner R. Marc Kantrowitz

**CORRECTED FINAL ORDER**

On May 3, 2018, Petitioner filed a Motion to Accept Respondent’s Payment of Civil Penalty and to Dismiss the Adjudicatory Proceedings (“Motion”).

In this action, Petitioner alleges that, in violation of G.L.   
c. 268B, § 5, Respondent Gloria Fox, a former State Representative who served for more than 30 days in 2016, failed to file a Statement of Financial Interests (“SFI”) for calendar year (“CY”) 2016 by May 30, 2017.  Petitioner alleges that on June 6, 2017, the Commission sent Fox a notice entitled Notice of Failure to Comply with Filing Deadline for Statement of Financial Interests for Calendar Year 2016 (“Notice”) advising Fox that it had not received her CY 2016 SFI, and that the Commission would not impose civil penalties if she filed the SFI by June 19, 2017, but would impose civil penalties if she failed to file it by June 19, 2017.

Fox filed her CY 2016 SFI on November 22, 2017.  A schedule established by the Commission sets civil penalties for SFIs filed later than 10 days after receipt of a Notice.  A penalty of $1,250 is set for an SFI filed during the period between 121 days late and the day before an Order to Show Cause is issued.  Petitioner demanded that Fox pay a penalty of $1,250.

The grounds for Petitioner’s Motion are that Respondent has delivered a bank check for $1,250 to the Commission, paying the civil penalty in full.

**WHEREFORE**, the Commission1 accepts Respondent’s payment of the civil penalty and **ALLOWS** Petitioner’s Motion.  The adjudicatory proceeding is hereby **DISMISSED**.

**DATE AUTHORIZED**: May 17, 2018

**DATE ISSUED**: May 24, 2018

**DATE CORRECTION ISSUED**: June 5, 2018

1Commissioner Dortch-Okara abstained in this matter.

**COMMONWEALTH OF MASSACHUSETTS**

**STATE ETHICS COMMISSION**

**SUFFOLK, ss. COMMISSION ADJUDICATORY**

**DOCKET NO. 18-0007**

**IN THE MATTER OF**

**THOMAS FLEMING**

**DISPOSITION AGREEMENT**

The State Ethics Commission (“Commission”) and Thomas Fleming (“Fleming”) enter into this Disposition Agreement pursuant to Section 3 of the Commission’s *Enforcement Procedures*. This Agreement constitutes a consented-to final order enforceable in the Superior Court, pursuant to G.L. c. 268B, § 4(j).

On November 16, 2017, the Commission initiated a preliminary inquiry, pursuant to G.L. c. 268B, § 4(a), into possible violations of the conflict of interest law, G.L.   
c. 268A. On May 17, 2018, the Commission concluded its inquiry and found reasonable cause to believe that Fleming violated G.L. c. 268A, §§ 4 and 6.

The Commission and Fleming now agree to the following findings of fact and conclusions of law:

**Findings of Fact**

1. Thomas Fleming, a resident of Dracut, Massachusetts, was an employee of the Northern Essex Community College (“NECC”) at all relevant times.
2. In late summer/early fall 2014, Fleming began work as a part-time salaried employee of All Sports Heroes Uniforms Sporting Goods and Promotions, Inc. (“All Sports”), a private uniform and sporting goods supply company.
3. NECC’s President hired Fleming in the fall of 2014 as a consultant to assist in establishing its Police Academy.
4. The NECC Police Academy offered its first class in February 2015 and has subsequently run several 24-week training programs. Program participants are primarily “recruits” whose fees are paid by the municipal police departments in which they will serve (“sponsoring police departments”). Those fees are later repaid by the recruits.[1]
5. In July 2015, Fleming began earning commissions on All Sports sales, including sales of physical training gear to NECC. The invoices for the sales identified him as an All Sports’ sales representative. Fleming’s commissions were 50% of the profit on those sales.[2]
6. The NECC President appointed Fleming NECC Police Academy Director on August 3, 2015, and he has held that position since that time.

*Physical Training Gear*

7.  NECC orders and pays for physical training gear, books and equipment for all Police Academy recruits. The physical training gear includes items such as t-shirts, hats, pants, water bottles and patrol bags. NECC issues invoices to the sponsoring police departments, which itemize the charges for the physical training gear and the fees to be paid by them.

8.  Prior to the start of the first NECC Police Academy class in February 2015, Fleming as an NECC consultant recommended that NECC purchase physical training gear from All Sports. On Fleming’s recommendation, NECC purchased physical training gear from All Sports in January 2015.

9.  On multiple occasions thereafter, from 2015 through 2017, Fleming, as an employee of All Sports and as the NECC Police Academy Director, presented All Sports’ price quotes for the purchase of physical training gear to the NECC Police Academy.

10. Acting in this dual capacity with respect to the NECC Police Academy’s purchases from All Sports was not in the proper discharge of Fleming’s official duties as NECC Police Academy Director.

11. The NECC Purchasing Department used All Sports’ quotes presented by Fleming to issue purchase orders.

12. On multiple occasions from 2015 through 2017, invoices issued by All Sports identified Fleming as All Sports’ representative on physical training gear sales to the NECC Police Academy.

13. Fleming, as an All Sports employee, also filled the NECC Police Academy’s physical training gear orders for delivery to the Academy.

14. On multiple occasions from 2015 through 2017, Fleming, as NECC Police Academy Director, approved payment of All Sports’ invoices for physical training gear purchased by the Academy.

15. From July 2015 through 2017, Fleming earned a total of approximately $5,000 in commissions on All Sports’ sales of physical training gear to the NECC Police Academy.

16. Fleming knew that he and/or All Sports had financial interests in the sale of physical training gear to the NECC Police Academy.

**Additional Facts**

17. The Commission’s Enforcement Division interviewed Fleming informally on June 28, 2017, and under oath on April 11, 2018.

18. By letter dated June 28, 2017, Fleming notified the President of NECC that, among other concerns, Fleming had been employed by All Sports since 2014 and may have had an indirect financial interest in contracts between All Sports and NECC.

19. Shortly after the June 2017 interview, Fleming tendered a check to NECC for $2,200. Shortly after the April 2018 interview, he tendered a second check to NECC for $752. Those payments represented the commissions Fleming believed he had earned on All Sports’ sales of physical training gear to be used by recruits at the NECC Police Academy.

**Conclusions of Law**

*Section 4(c)*

20. NECC Police Academy is a state agency and, as the Academy’s director, Fleming is a state employee[3] as that term is defined in G.L. c. 268A, § 1(q).

21 All Sports is a business organization because it engages in the sale of goods. See *EC-COI-07-2*

22. Section 4(c) of G.L. c. 268A prohibits a state employee from, otherwise than in the proper discharge of his official duties, acting as agent or attorney for anyone in connection with any particular matter in which the commonwealth or a state agency is a party or has a direct and substantial interest.

23. The decision to order physical training gear from All Sports was a particular matter in which the NECC Police Academy, a state agency, was a party and had a direct and substantial interest.

24. Fleming, whom All Sports identified as its representative on invoices to the NECC Police Academy, acted as agent for All Sports in connection with the decision to order physical training gear by providing quotes and filling the NECC Police Academy orders. These acts of agency were not performed in the proper discharge of Fleming’s official duties as NECC Police Academy Director. By so acting, Fleming repeatedly violated § 4(c).

*Section 6*

25. Except as otherwise permitted,[4] § 6 of G.L. c. 268A prohibits a state employee from participating[5] as such an employee in a particular matter[6] in which, to his knowledge, he or a business organization in which he is serving as an employee, has a financial interest.[7]

*Initial Recommendation*

26. While employed by NECC in a consultant capacity, Fleming was a state employee.

27. The decision to order physical training gear for the February 2015 NECC Police Academy class was a particular matter.

28. Fleming participated in that particular matter as a state employee by, as an NECC consultant, recommending the NECC Police Academy purchase physical training gear from All Sports.

29. Fleming knew at the time of the recommendation that the business organization in which he was serving as an employee, All Sports, had a financial interest in its sale of physical training gear to the NECC Police Academy.

30. By, as an NECC consultant, recommending the purchase of physical training gear from All Sports, Fleming participated as a state employee in a particular matter in which, to his knowledge, his private employer had a financial interest. By doing so, Fleming violated § 6.

*Continued Selection of All Sports*

31. From July 2015 through 2017, each decision to select All Sports to provide physical training gear for the NECC Police Academy was a particular matter.

32. Fleming participated in those particular matters as a consultant and/or NECC Police Academy Director by, on multiple occasions, deciding to forward All Sports’ quotes to the NECC Purchasing Department, which the NECC Purchasing Department used to issue purchase orders to All Sports.

33. From July 2015 through 2017, Fleming had a financial interest in the selection of All Sports because he earned commissions on the sales of physical training gear to NECC.

34. Fleming’s private employer, All Sports, also had a financial interest in the sale of physical training gear to the NECC Police Academy.

35. Fleming knew of his financial interest and that of All Sports each time he decided to forward quotes to the NECC Police Academy for the purchase of physical training gear.

36. By, as NECC Police Academy Director, on multiple occasions deciding to forward quotes from All Sports to the NECC Police Academy for physical training gear, Fleming repeatedly participated as a state employee in particular matters in which, to his knowledge, he and his private employer had financial interests. By doing so, Fleming repeatedly violated § 6.

*Approval of Payments to All Sports*

37. From 2015 through 2017, each decision to approve payment of All Sports’ invoices for physical training gear was a particular matter.

38. Fleming participated in such particular matters as NECC Police Academy Director by on multiple occasions approving payments to All Sports.

39. Fleming had a financial interest in approving payment of All Sports’ invoices because he earned commissions on the sales of physical training gear to NECC.

40. All Sports also had a financial interest in Fleming’s approval of its invoices for payment.

41. Fleming knew of his financial interest and that of All Sports each time he approved payments of All Sports’ invoices for physical training gear.

42. By, as NECC Police Academy Director, on multiple occasions approving payment of All Sports invoices for physical training gear used by recruits at the NECC Police Academy, Fleming repeatedly participated as a state employee in particular matters in which, to his knowledge, he and his private employer had financial interests. By doing so, Fleming repeatedly violated § 6.

In view of the foregoing violations of G.L. c. 268A by Fleming, the Commission has determined that the public interest would be served by the disposition of this matter without further enforcement proceedings, on the following terms and conditions agreed to by Fleming:

1. that Thomas Fleming pay to the Commonwealth of Massachusetts, with such payment to be delivered to the Commission, the sum of $5,000 as a civil penalty for violating G.L. c. 268A, §§ 4 and 6; and
2. that Thomas Fleming waive all rights to contest, in this or any other administrative or judicial proceeding to which the Commission is or may be a party, the findings of fact, conclusions of law and terms and conditions contained in this Agreement.

**DATE**: August 6, 2018

[1] The fee schedule and reimbursement methodology are set forth in a line item of the annual state appropriation act. See 2014 Mass. St. c. 165, § 2, line item 8200-0222.

[2] Fleming continues to work for All Sports but stopped receiving commissions on the sales to NECC.

[3] “State employee” is defined, in part, as: [A] person performing services for or holding an office, position, employment, or membership in a state agency, whether by election, appointment, contract of hire or engagement, whether serving with or without compensation, on a full, regular, part-time, intermittent or consultant basis, including members of the general court and executive council.

[4]   None of the exemptions applies.

[5] “Participate” means to participate in agency action or in a particular matter personally and substantially as a state, county or municipal employee, through approval, disapproval, decision, recommendation, the rendering of advice, investigation or otherwise. G.L. c. 268A, § 1(j).

[6] “Particular matter” means any judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, finding, but excluding enactment of general legislation by the general court and petitions of cities, towns, counties and districts for special laws related to their governmental organizations, powers, duties, finances and property. G.L. c. 268A, § 1(k).

[7] “Financial interest” means any economic interest of a particular individual that is not shared with a substantial segment of the population. *See Graham v. McGrail*, 370 Mass. 133 (1976). This definition has embraced private interests, no matter how small, which are direct, immediate or reasonably foreseeable. *See EC-COI-84-98.* The interest can be affected in either a positive or negative way. *EC-COI-84-96.*

**COMMONWEALTH OF MASSACHUSETTS**

**STATE ETHICS COMMISSION**

**SUFFOLK, ss. COMMISSION**

**ADJUDICATORY DOCKET NO. 18-0008**

**IN THE MATTER OF**

**KENDEL JOYCE**

**DISPOSITION AGREEMENT**

This Disposition Agreement is entered into between the State Ethics Commission (“Commission”) and Kendel Joyce (“Joyce”) pursuant to Section 3 of the Commission’s Enforcement Procedures.  This Agreement constitutes a consented-to final order enforceable in Superior Court, pursuant to G.L. c. 268B, §4(j).

On June 18, 2015, the Commission initiated, pursuant to G.L. c. 268B, § 4(a), a preliminary inquiry into possible violations of the conflict of interest law, G.L. c. 268A, by Joyce.  On March 29, 2018, the Commission concluded its inquiry and found reasonable cause to believe that Joyce violated G.L. c. 268A, § 20.

The Commission and Joyce now agree to the following findings of fact and conclusions of law:

**Findings of Fact**

1.  Joyce was a maintenance worker at the Wrentham Housing Authority (“WHA”) during the relevant time.

2.  Nancy Siegel (“Siegel”) was the executive director of the WHA during the relevant time.

3.  Siegel and Joyce were friends during the relevant time.

4.  In or around October 2013, Siegel decided to sell the WHA’s 2005 Ford F250 pickup truck (“the Truck”).  Joyce told Siegel that he was interested in purchasing the Truck.

5.  On October 21, 2013, Siegel, on behalf of Joyce, contacted the Commission’s Legal Division for advice about whether a WHA maintenance worker could submit a bid to buy the Truck.  Siegel was provided with general information about §20 of the conflict of interest law and told to have the maintenance worker himself call the Legal Division for advice.

6.  On October 24, 2013, Joyce contacted the Legal Division for advice under the conflict of interest law.  He asked whether a “30-hour per week” maintenance worker could bid on and purchase a truck at auction from his employer, the WHA.  Joyce was advised of the restrictions under §20 of the law and told that he could not purchase the Truck unless an exemption to this section applied to him.  The Legal Division further explained to Joyce that there was no exemption which would allow him to legally purchase the Truck.

7.  At the relevant time, Kurt Maloof (“Maloof”) owned two businesses which bought and sold used motor vehicles in the Wrentham area.

8.  Joyce and Maloof knew each other through Joyce’s brother, who was previously employed by Maloof, as well as through work Maloof previously performed for the Town of Wrentham.

9.  At Joyce’s request, Maloof agreed to purchase the Truck from the WHA on Joyce’ behalf.

10. The Truck was advertised in the Attleboro Sun Chronicle on Sunday, December 29, 2013.  The ad, which was written and placed by Siegel as WHA executive director, offered the Truck for sale “as is, parts only” with the bids closing on January 2, 2014.

11. Prior to the ad’s placement, Siegel told Joyce when the Truck would be advertised, and Joyce passed this information on to Maloof.

12. The WHA subsequently received only one bid for the Truck, which was a $875 bid from Maloof.

13. Siegel, as WHA executive director, accepted Maloof’s bid.

14. On Sunday, January 5, 2014, Siegel signed the Truck’s title over to Maloof and Maloof, in turn, signed the Truck’s title over to Joyce.

15. Joyce paid $875 in cash to Maloof for the Truck.  At the time of the purchase, the Truck was worth substantially more than the amount paid by Joyce.

16. On January 6, 2014, after receiving $875 in cash from Joyce, Maloof purchased a bank check in the same amount and submitted it to WHA in payment for the Truck.

17. As of August 2017, the Joyce continued to own and use the Truck.

**Conclusions of Law**

18. Section 20 of G.L. c. 268A prohibits a municipal employee from having a financial interest, directly or indirectly, in a contract made by a municipal agency of the same city or town, in which the same city or town is an interested party of which financial interest the employee has knowledge or reason to know.  Although many exemptions to §20 exist, none is applicable here.

19. The WHA is a municipal agency of the Town of Wrentham. In January 2014, as an employee of the WHA, Joyce was a municipal employee as that term is defined in G.L. c. 268A, § 1.

20. Upon acceptance of his bid, the WHA made a contract with Maloof for the purchase and sale of the Truck in which the Town of Wrentham was an interested party.

21. Joyce had a financial interest in the contract between Maloof and the WHA for the purchase and sale of the Truck because Maloof was acting on his behalf in purchasing the Truck and, upon his payment to Maloof of the bid price, Joyce would own the Truck.

22. Joyce knew of his financial interest in the contract between Maloof and the WHA.

23. Therefore, by, while serving as WHA employee, having to his knowledge a financial interest in the WHA contract to sell the Truck to Maloof, Joyce violated § 20.

**Resolution**

In view of the foregoing violation of G.L. c. 268A by Joyce, the Commission has determined that the public interest would be served by the disposition of this matter without further enforcement proceeding on the following terms and conditions agreed to by Joyce:

1. that Joyce pay to the Commonwealth of Massachusetts, with such payment to be delivered to the Commission, the sum of $3,500.00 as a civil penalty for violating G.L. c. 268A, § 20;
2. that Joyce waive all rights to contest, in this or any other administrative or judicial proceeding to which the Commission is or may be a party, the findings of fact, conclusions of law and terms and conditions contained in this Disposition Agreement.

By signing below, Joyce acknowledges that he has personally read this Disposition Agreement, that it is a public document, and that he agrees to all terms and conditions herein.

**DATE**: October 23, 2018

**COMMONWEALTH OF MASSACHUSETTS**

**STATE ETHICS COMMISSION**

**SUFFOLK, ss. COMMISSION ADJUDICATORY**

**DOCKET NO. 18-0001**

**IN THE MATTER OF**

**HAROLD MacGILVRAY**

Appearances: Monica Brookman, Esq.   
 Counsel for Petitioner

Alan McDonald, Esq.

Counsel for Respondent

Commissioners: Maria J. Krokidas, Ch., David A. Mills, Thomas J. Sartory, R. Marc Kantrowitz, Josefina Martinez-Stamatos

Presiding Officer: Commissioner Maria J. Krokidas

**FINAL ORDER**

On October 10, 2018, the parties filed a Joint Motion to Dismiss (“Joint Motion”) with a proposed Disposition Agreement requesting that the Commission approve the Disposition Agreement in settlement of this matter and dismiss the adjudicatory proceeding.  The Presiding Officer, Maria J. Krokidas, referred the Joint Motion, with the Disposition Agreement, to the full Commission for deliberations on October 18, 2018.

In the proposed Disposition Agreement, Respondent Harold MacGilvray admits that he violated G.L. c. 268A, § 23(b)(2)(ii), by causing the public posting and dissemination of two photographs of himself and other officers in uniform with images and captions implying Medford Police Department (“MPD”) disapproval of presidential candidate Hillary Clinton and approval of presidential candidate Donald Trump.**[1]**  The Disposition Agreement identifies several circumstances that were considered in the resolution of this matter, including the fact that Respondent received an official letter of reprimand for violating MPD’s prohibition against political activity, and was required to post a formal letter of apology to the public on the Medford Police Patrolmen’s Association website.  Further, the Respondent cooperated fully with the Commission’s investigation, he has served the City of Medford with distinction over the course of his career, and he testified that he did not request to be given copies of the photographs.

The Respondent agrees to pay a civil penalty of $1,500 and to waive all rights to contest the findings of fact, conclusions of law and terms and conditions contained in the Disposition Agreement in this and any other administrative or judicial proceeding to which the Commission is or may be a party.  Respondent has tendered the payment of the $1,500 civil penalty.

In support of the Joint Motion, the parties assert that this matter would be fairly and equitably resolved by the terms set forth in in the Disposition Agreement and that this resolution would obviate the need for a hearing on any factual issues, saving time and resources for all involved.  The parties assert that the interests of justice, the parties and the Commission will be served by the Disposition Agreement.

**WHEREFORE**, the Commission hereby **ALLOWS** the Motion.  Respondent’s tendered payment of the $1,500 civil penalty for violating G.L. c. 268A, § 23(b)(2) is accepted.  Commission Adjudicatory Docket No. 18-0001, *In the Matter of Harold MacGilvray* is **DISMISSED**.

**DATE AUTHORIZED**: October 18, 2018

**DATE ISSUED**: October 23, 2018

**[1]** G.L. c. 268A, § 23(b)(2)(ii), prohibits public employees from knowingly, or with reason to know, using or attempting to use their official positions to secure for themselves or others unwarranted privileges or exemptions of substantial value which are not properly available to similarly situated individuals.

**COMMONWEALTH OF MASSACHUSETTS**

**STATE ETHICS COMMISSION**

**SUFFOLK, ss. COMMISSION ADJUDICATORY**

**DOCKET NO. 18-0001**

**IN THE MATTER OF**

**HAROLD MacGILVRAY**

**DISPOSITION AGREEMENT**

The State Ethics Commission (“Commission”) and Harold MacGilvray (“MacGilvray”) enter into this Disposition Agreement pursuant to Section 3 of the Commission’s *Enforcement Procedures*. This Agreement constitutes a consented-to final order enforceable in the Superior Court, pursuant to G.L. c. 268B, § 4(j).

On February 16, 2017, the Commission initiated, pursuant to G.L. c. 268B, § 4(a), a preliminary inquiry into possible violations of the conflict of interest law, G.L. c. 268A, by MacGilvray. On September 21, 2017, the Commission concluded its inquiry and found reasonable cause to believe that MacGilvray violated G.L. c. 268A, § 23.

The Commission and MacGilvray now agree to the following findings of fact and conclusions of law:

**Findings of Fact**

1.  MacGilvray is a paid patrol officer for the Medford Police Department (“MPD”).

2.  MacGilvray was an MPD patrol officer on October 29, 2016.

3.   In 2016, MacGilvray was president of the Medford Police Patrolmen’s Association (“MPPA”).

4.   On October 29, 2016, MacGilvray was on paid duty and patrolled in uniform as an MPD Patrol Officer at two community events in Medford.

5.  While on duty and in uniform at the first community event, MacGilvray posed for a photograph with an individual costumed as Hillary Clinton and another MPD officer, also in uniform (“Photograph 1”). The costumed individual wore a Hillary Clinton mask, a prison style orange jumpsuit with the word “inmate” printed on its front, and wrist shackles. MacGilvray and the other MPD officer posed on either side of the costumed individual holding her arms as though they were restraining a prisoner.

6.  While on duty, MacGilvray personally posted Photograph 1 to the MPPA Facebook page with the caption, “Look who MPD grabbed at the Fall Festival in Haines Square Today….” (“Caption 1”).

7.  While on duty and in uniform at a second community event the same day, MacGilvray posed for a photograph with an individual costumed as Donald Trump and two other MPD officers, also in uniform (Photograph 2). The costumed individual wore a Donald Trump mask and a business suit. MacGilvray posed side- by-side with the costumed individual who had one arm over MacGilvray’s shoulder and his other arm over the shoulder of another MPD officer who stood on his opposite side. MacGilvray and the other MPD officer each had an arm around the costumed individual’s back. The third MPD officer stood next to MacGilvray.

8.  While on duty, MacGilvray asked another MPD officer to post Photograph 2 to the MPPA Facebook page.

9.  MacGilvray authored the caption that accompanied the second posted photograph, “Making America GREAT again in West Medford Square!!” (“Caption 2”).

10. MacGilvray caused Caption 2 to be posted to Photograph 2 on the MPPA Facebook page.

11. On October 29, 2016, Hillary Clinton and Donald Trump were candidates for President of the United States. The U.S. presidential election was to be held on November 8, 2016.

12. In October 2016, “Make America Great Again” was a Trump campaign slogan. In 2016, “Lock her up!”, referring to Hillary Clinton, was often chanted at Trump campaign rallies.

13. Soon after MacGilvray posted or caused them to be posted to the MPPA Facebook page, Photograph 1, Photograph 2, Caption 1 and Caption 2 gained attention from local and national news media outlets, including The Boston Globe, The Boston Herald and Fox25, and were widely circulated via social media.

14. MacGilvray removed the photographs from the MPPA Facebook page the same day they were posted in response to the controversy they created as shown by comments posted on the MPPA Facebook page.

15. MPD Rules and Regulations prohibit MPD officers from participating in political activity other than voting in elections.

**Conclusions of Law**

16. Section 23(b)(2)(ii) of G.L. c. 268A prohibits a municipal employee from, knowingly, or with reason to know, using or attempting to use his official position to secure for himself or others unwarranted privileges or exemptions which are of substantial value and which are not properly available to similarly situated individuals.

17. As a Patrol Officer for the Medford Police Department, MacGilvray is and was in October 2016 a municipal employee as defined in G.L. c. 268A, § 1.

18. The official uniform and on-duty work time of a municipal police officer are substantially valuable public resources and their use for private political purposes is not authorized by law and is unwarranted.

19. The MPD uniform is a public resource of the City of Medford. The use of this public resource to engage in private political activity, including but not limited to activity relating to a campaign for election to public office, is an unwarranted privilege that is not properly available to police officers or political candidates or any similarly situated individuals.

20. The unwarranted privilege of using a police uniform to engage in private political activity is of substantial value because, given the authority that the police command as armed enforcers of the law, the use of a uniform in political activity gives the impression of official and public support, which would carry significant weight with voters, possibly intimidate supporters of an opposing candidate, and erode the public trust in its police force. The use of paid on-duty work time is also a privilege of substantial value and its use for private political purposes is unwarranted.

21. Causing the publication of photographic images demonstrating support for one political candidate over another, even if such publication is done in an attempt to amuse others, is private political activity. Taking such

actions while on duty and in uniform as a police officer is the use of official position to engage in private political activity and an unwarranted privilege of substantial value that is not properly available to similarly situated individuals.

22. Thus, by causing the public posting and dissemination of two photographs of himself and other MPD officers in uniform with images and captions implying MPD disapproval of presidential candidate Hillary Clinton and approval of presidential candidate Donald Trump, MacGilvray knowingly or with reason to know used his Medford Police Officer position to secure for himself and others an unwarranted privilege of substantial value not properly available to other similarly situated individuals, in violation of § 23(b)(2)(ii).

**Additional Circumstances Considered in the Resolution of this Matter**

23. MacGilvray, testified that he had no prior knowledge that either costumed individual would attend the events he patrolled and was not involved in arranging their appearance at the community events. The investigation by the Commission revealed no evidence to the contrary.

24. MacGilvray testified that he did not request that the costumed individuals pose for pictures with him and other officers and did not request that he be given copies of those photographs**.** The investigation by the Commission revealed no evidence to the contrary.

25. MacGilvray testified that the amount of time he took to post or cause the posting of the photos was limited to one half hour or less. The investigation by the Commission revealed no evidence to the contrary.

26. MacGilvray received an official letter of reprimand for violating the MPD’s prohibitions against political activity, among other violations. He was required to post a formal letter of apology to the public on the website of the MPPA, which was posted for three days.

27. MacGilvray cooperated fully with the Commission’s investigation.

28. The Police Chief for the City of Medford has advised the Commission that MacGilvray has served the City of Medford with distinction over the course of his career.

In view of the foregoing violations of G.L. c. 268A by MacGilvray, the Commission has determined that the public interest would be served by the disposition of this matter without further enforcement proceedings, on the following terms and conditions agreed to by MacGilvray:

1. that MacGilvray pay to the Commonwealth of Massachusetts, with such payment to be delivered to the Commission, the sum of $1,500 as a civil penalty for violating G.L. c. 268A, § 23(b)(2); and
2. that MacGilvray waive all rights to contest, in this or any other administrative or judicial proceeding to which the Commission is or may be a party, the findings of fact, conclusions of law and terms and conditions contained in this Agreement.

**DATE**: October 24, 2018

**COMMONWEALTH OF MASSACHUSETTS**

**STATE ETHICS COMMISSION**

**SUFFOLK, ss. COMMISSION ADJUDICATORY**

**DOCKET NO. 18-0010**

**IN THE MATTER OF**

**JEFFREY COLLINGWOOD**

**DISPOSITION AGREEMENT**

The State Ethics Commission (“Commission”) and Jeffrey Collingwood (“Collingwood”) enter into this Disposition Agreement pursuant to Section 3 of the Commission’s *Enforcement Procedures*.  This Agreement constitutes a consented-to final order enforceable in the Superior Court, pursuant to G.L. c. 268B, § 4(j).

On March 22, 2017, the Commission initiated, pursuant to G.L. c. 268B, § 4(a), a preliminary inquiry into possible violations of the conflict of interest law, G.L. c. 268A, by Collingwood.  On May 17, 2018, the Commission concluded its inquiry and found reasonable cause to believe that Collingwood violated G.L. c. 268A, § 17.

The Commission and Collingwood now agree to the following findings of fact and conclusions of law:

**Findings of Fact**

1. At all relevant times, Collingwood was a civil engineer.
2. In or about 2014, George Soudant (“Soudant”) purchased 1375 North Main Street in Sheffield (“N. Main St.”).
3. The N. Main St. site includes wetlands.
4. On or about March 2, 2015, Soudant hired Collingwood to assist with obtaining permits for building reconstruction and site work at N. Main St.
5. In July 2015, Collingwood was appointed by the Sheffield Board of Selectmen to the Sheffield Conservation Commission (“ConCom”).
6. Sheffield ConCom members have been designated as “special municipal employees.”
7. The ConCom administers the Wetland Protection Act and it is the local permit issuing authority for Massachusetts Department of Environmental Protection.
8. On September 14, 2015, Collingwood appeared at the ConCom on behalf of Soudant regarding a request to make changes at N. Main St.  The ConCom instructed Collingwood to file a Request for Determination of Applicability (“RDA”).
9. On September 15, 2015, Collingwood filed the RDA on behalf of Soudant. Collingwood signed the RDA as Soudant’s “representative” with his title, “professional engineer.”

1. On September 28, 2015, Collingwood appeared at the ConCom on behalf of Soudant regarding the RDA for N. Main St.
2. The ConCom approved the RDA for N. Main St.
3. Collingwood was paid a total of $4,343.75 by Soudant for work performed from March 2 to December 31, 2015 relating to N. Main Street.  After paying subconsultants, Collingwood personally received approximately $2,000 for the work performed regarding N. Main Street in July through December 2015.
4. On August 18, 2016, Collingwood, on behalf of Soudant, submitted a request for a special permit (“Request”) to the Sheffield Zoning Board of Appeals (“ZBA”).  Collingwood signed the Request as “special projects engineer” and included his Massachusetts professional engineer license number.
5. On September 22, 2016, Collingwood appeared on behalf of Soudant before the ZBA at a public hearing regarding the special permit application for N. Main St.
6. The ZBA approved the Request and granted the special permit.
7. On October 3, 2016, Collingwood, on behalf of Soudant, filed a Notice of Intent (“NOI”) with the ConCom.  Collingwood’s Massachusetts Professional Engineer seal appeared on the NOI.
8. A NOI must be submitted to the ConCom when a proposed activity is likely to impact a protected wetland resource area.
9. On October 17, 2016, Collingwood, on behalf of Soudant, appeared before the ConCom at a public hearing regarding the NOI for N. Main St.
10. The ConCom approved the NOI for N. Main St.
11. As of October 2016, Collingwood was behind on his billing and had not sent an invoice to Soudant since January 2016.
12. On March 22, 2017, Collingwood received notice that the Commission had voted to initiate a preliminary inquiry into whether Collingwood violated G.L. c. 268A.
13. As a result of the above notice, Collingwood has not billed Soudant for work performed on N. Main St. matters from August 2016 to October 2017 and has to date not received payment for that work.

**Conclusions of Law**

23. As a ConCom member, Collingwood was a municipal employee as that term is defined in G.L. c. 268A, § 1.

24. Section 17(a) of G.L. c. 268A prohibits a municipal employee, otherwise as provided by law for the proper discharge of official duties, from directly or indirectly receiving compensation**[1]** from anyone other than the municipality in relation to a particular matter**[2]** in which the municipality is a party or has a direct and substantial interest.

25. Section 17(c) of G.L. c. 268A prohibits a municipal employee from otherwise than in the proper discharge of his official duties acting as agent**[3]** for anyone other than the municipality in connection with a particular matter in which the municipality is a party or has a direct and substantial interest.

26. Section 17 provides certain exceptions for special municipal employees; however, the section still prohibits such employees from acting as agent for or receiving compensation from a private party in relation to a particular matter if they participated**[4]** in or had official responsibility**[5]** for that particular matter.**[6]**

27. The ConCom’s proceedings held on September 14, 2015, September 28, 2015, and October 17, 2016, regarding N. Main St. were particular matters.

28. The N. Main St. RDA and NOI were particular matters.

29. The N. Main St. Request and the proceeding on September 22, 2015 before the ZBA regarding N. Main St. were particular matters.

30. The Town of Sheffield was a party to and had a direct and substantial interest in the above particular matters because they involved determinations by Town agencies regarding whether the N. Main St. project complied with all relevant codes, laws, and ordinances, and whether certain Town permits should be issued by those agencies.

31. On September 14, 2015, when Collingwood appeared at the ConCom on behalf of Soudant regarding a request to make changes at N. Main St. and continuing through 2016, the ConCom had official responsibility regarding the   
N. Main St. project because the ConCom had direct administrative authority to approve, disapprove, or otherwise direct agency action regarding the project.

32. A ConCom member cannot avoid official responsibility for a particular matter before the ConCom by not participating in the matter. EC-COI-99-6.

33. Therefore, Collingwood had official responsibility as a ConCom member for the N. Main St. RDA, NOI and Request, even though he did not personally participate in the matters as a ConCom member.

34. Given that Collingwood had official responsibility as a ConCom member for the N. Main St. RDA, NOI and Request, § 17 prohibited Collingwood from acting as agent for or receiving compensation from a private party in relation to those particular matters.

35. By appearing on behalf of Soudant before the ZBA and ConCom, and submitting documents signed by Collingwood on behalf of Soudant, Collingwood acted as agent for someone other than the Town in relation to the N. Main St. RDA, NOI and Request, particular matters in which he had official responsibility and in which the Town was a party and/or had a direct and substantial interest.  By doing so, Collingwood violated § 17(c).

36. In addition, by receiving approximately $2,000 from Soudant for his professional services on the N. Main St. RDA, Collingwood received compensation from someone

other than the Town in relation to a particular matter for which Collingwood had official responsibility as a ConCom member and in which the Town was a party and/or had a direct and substantial interest.  By doing so, Collingwood violated § 17(a).

In view of the foregoing violations of G.L. c. 268A by Collingwood, the Commission has determined that the public interest would be served by the disposition of this matter without further enforcement proceedings, on the following terms and conditions agreed to by Collingwood:

(1) that Collingwood pay to the Commonwealth of Massachusetts, with such payment to be delivered to the Commission, the sum of $2,500.00 as a civil penalty for violating G.L. c. 268A, § 17(a) and (c); and

(2) that Collingwood waive all rights to contest, in this or any other administrative or judicial proceeding to which the Commission is or may be a party, the findings of fact, conclusions of law and terms and conditions contained in this Agreement.

**[1]** “Compensation” means any money, thing of value or economic benefit conferred on or received by any person in return for services rendered or to be rendered by himself or another.  G.L. 268A, § 1(a).

**[2]** “Particular matter” means any judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, finding, but excluding enactment of general legislation by the general court and petitions of cities, towns, counties, and districts for special laws related to their governmental organizations, powers, duties, finances, and property.  G.L. c. 268A, §1(k).

**[3]** A municipal employee 'acts as an agent' by communicating on behalf of a third party or acting as a liaison for a third party. See Advisory 88-01: Municipal Employees Acting as Agent for Another Party.

**[4]** “Participate” means to participate in agency action or in a particular matter personally and substantially as a state, county, or municipal employee, through approval, disapproval, decision, recommendation, the rendering of advice, investigation or otherwise.  G.L. c. 268A, §1 (j).

**[5]** “Official responsibility” means the direct administrative or operating authority, whether intermediate or final, and either exercisable alone or with others, and whether personal or through subordinates, to approve, disapprove or otherwise direct agency action.  G.L. c. 268A, §1(i).

**[6]** Section 17 would also apply to a special municipal employee if the particular matter were pending before the special municipal employee’s agency, and if the special municipal employee served as such on more than sixty days during any period of 365 consecutive days.

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**COMMONWEALTH OF MASSACHUSETTS**

**STATE ETHICS COMMISSION  
One Ashburton Place, Room 619  
Boston, MA 02108**