*Date*

Board of Selectmen

*Address of Board*

Dear Board of Selectmen:

The purpose of this letter is to request your approval for me to hold more than one appointed position with the Town.

In general, the conflict of interest law restricts municipal employees from holding more than one appointed town position, where at least one position is paid. However, in recognition of the difficulty small towns experience in finding people willing to serve in town positions, the law gives Boards of Selectmen the power to grant exemptions from that restriction.

The multiple appointed positions that I wish to hold are:

1. [add position and salary, if any]; and
2. [add position and salary, if any].
3. [Add more positions if necessary.]

Under § 20 of the conflict of interest law, G.L. c. 268A, in towns with a population of less than 3,500, the Board of Selectmen may allow a municipal employee to have more than one appointed position. Since our town, [add name of town], has a population of [add population as of latest decennial census], you as the Board of Selectmen have the power to authorize me to hold all of the positions listed above.

I hereby request that the Board of Selectmen approve the exemption under § 20 to allow me to hold all of the listed appointed positions.

Very truly yours,

*Name of municipal employee*

**Form Approved April 2015**