

**Minutes of Regular Meeting
Board of Selectmen
Wednesday, July 10, 2019
Selectmen's Meeting Room – Town Hall
Called to Order at 9:00 a.m.**

Present were Selectmen Laurie Bent, Harvey Boshart, and Christopher Houston, Chair. Also present were Town Manager Leon A. Gaumont and Assistant Town Manager/Human Resources Director Lisa Yanakakis. Recording Secretary is Kara Fleming. Videographer – Alanna Muldoon, Weston Media Center

Item 1 – Resident Comments

Mr. John McKenzie of Boston Post Road said he has been attending many meeting of various boards and committees, as well as watching them on Weston Media Center, and asked the Selectmen to consider a suggested meeting format of content for committee members, which he felt would be good for community and public information:

- Include a link to Weston Media Center video in meeting minutes
- Members should introduce themselves
- Major reports or presentations cited or submitted should be included with minutes
- Resident comments are not always present in the minutes or are the procedures appropriately communicated
- Committees communicate to residents more openly through avenues other than the newspaper
- Have the November All Committee Meeting filmed by Weston Media Center
- Invest in portable microphones for all meetings
- Conduct a periodic critique of the website search function

Mr. Houston said he will follow-up with how things are currently handled and the Selectmen will discuss at another meeting.

Item 2 – Eversource Grant of Location Hearing: Church Street

Barbara Kelleher, Rights and Permits

Ms. Kelleher said National Grid is interested in installing approximately 860-feet of 4-inch gas main in Church Street, from the existing gas main near house no. 39 on Church Street, northerly to the gas main at utility pole 3/30, and approximately 90-feet of 4-inch gas main on Old Road from the new main in Church Street to the existing main in Pigeon Hill Road. Ms. Kelleher said this is for system reinforcement. The Department of Public Works reviewed the petition and recommends the approval, with conditions.

Mr. Houston opened the floor to public comment. Mr. Neil Levitt of Church Street asked to review the plans.

MOTION: Mr. Boshart moved to approve the petition by National Grid to install gas mains for system reinforcement under the public way of Church Street, from approximately house number 39 northerly to utility pole number 3/30, and in Old Road, from the new main in Church Street to the existing main in Pigeon Hill Road, as described in Work Order #1031174 and per conditions set out by the Public Works Department. 2nd by Ms. Bent. **Approved unanimously**

Item 3 – Discussion of Political Signs in the Town’s Right-of-Way

John Field, Zoning Enforcement Officer/Land Use Coordinator/Building Inspector

Mr. Houston explained that a few complaints have been received regarding the placement of political signs in the Town’s right-of-way and on public land. The town’s right-of-way includes specific footage of land between the road and private residential property. Past practice has been that if a complaint about a sign is received, the sign is removed from public land by Police or Public Works. Recently, a resident complained about signs in the public right-of-way that pertain to a 40B project and several of these signs were removed. Mr. Field said the complaint came in while he was on vacation and if he had been notified he would have instructed for the signs to remain, as it is not the position of his department to remove signs. Typically, if a sign becomes a public safety issue then it would be removed. Mr. Houston said the town has a political sign policy but a distinction between town-owned land and the Town’s right-of-way is not made in the policy. Mr. Field said a municipality has the ability to restrict the size of a sign, but he is wary of restricting signs based on content. Ms. Bent agreed that it is appropriate for residents to express themselves but there should be an appropriate size. Mr. Boshart noted that political signs often go up before Town Meeting or Town Election and they come down afterward; however, the anti-development signs will be up for a long while. Mr. Houston suggested the policy be amended to add the distinction between town land and the town’s right-of-way but he would like to speak with Town Counsel and also survey other municipalities for their sign policies before making any changes.

Item 4 – Approve Transfers between Accounts for Fiscal Year 2019

Susan Kelley, Finance Director

Mr. Gaumont said there one transfer of \$10,000 for Police overtime to transfer from the excluded debt service to police salaries.

MOTION: Mr. Houston moved to authorize the transfer of \$10,000 from the excluded debt line item to the Police Salaries overtime line item as recommended by the Town Manager as an end-of-the-year fiscal transfer; 2nd by Ms. Bent. Approved unanimously

Ms. Kelley explained that the spending limit for the Solar Array Revenue Revolving Fund needs to be increased from \$700,000 to \$900,000 because of increased solar credits. As of May 31st, there have been \$699,000 in solar credits and of this, \$279,000 has been used to offset leasing costs and \$420,000 has been used to offset departmental electricity costs. Massachusetts General Law Chapter 44, Section 53E 1/2 authorizes the Board of Selectmen and Finance Committee to increase the spending limit for a revolving fund in any fiscal year, if necessary. The annual spending limit for fiscal 2019 for this revolving fund, approved by Annual Town Meeting, is \$700,000. Mr. Houston asked if it should just be raised to \$1,000,000 instead.

MOTION: Mr. Houston moved to increase the annual spending limit for the Solar Array Revolving Fund from \$700,000 to \$1,000,000; 2nd by Ms. Bent. **Approved unanimously**

Item 5 – Discuss Transfer Station Permit Costs

Ms. Kelley said current analysis shows transfer station costs at 73 percent, which is within the 70-75 percent threshold goal and therefore, permit fees would not need to be raised. Mr. Houston said he would like to review the numbers and discuss any possible recommendations as it relates to Pay As You Throw.

The current Transfer Station Permit fees are as follow:

- \$240 - Primary Permit
- \$148 - 65+ Primary Permit
- \$39 - Secondary Permit
- \$35 - Recycling Only
- \$130 - Horse Manure (per horse)
- \$65 - Five-day Permit
- \$15 - Replacement Permit

MOTION: Mr. Houston moved to keep the Transfer Station Permit fees the same for the 2019/2020 permit period. 2nd by Ms. Bent. **Approved unanimously**

Item 6 – Discuss Moving the Annual Budget Hearing

Mr. Gaumont informed the Selectmen that he has been having internal discussions with department heads regarding the budget setting process. He continued to state that in other communities, the budget hearing is at the beginning of the process where residents can provide input ahead of the budget development process and not the week before Annual Town Meeting when the budget is set. Mr. Gaumont has spoken with the public school superintendent about this as well and he is thinking the budget hearing should be held in January or February. Mr. Houston said Mr. Gaumont has been speaking to him about this change and he felt the Town Manager’s and Superintendent’s recommended budget presentation could be combined and serve as the budget hearing. The recommended budget presentation sets the development process in motion. Mr. Boshart said there should also be another opportunity for resident feedback at the end of the budget development. Mr. John Sallay, of the Finance Committee, agreed the budget development process could use some improvement and suggested a goal-setting session serve as the budget hearing at the start of the process. Mr. Houston said he has spoken with the School Committee Chair about this, who is supportive of the idea, and that he would also like to discuss this further with the Finance Committee chair.

Item 7 – Open Meeting Law Complaint Response

Mr. Houston read the response (attached) as prepared by Town Counsel in response to an Open Meeting Law complaint.

MOTION: Mr. Houston moved to authorize Town Counsel to submit a response on the Public Records complaint by Owen Murphy on the Selectmen’s behalf; 2nd by Mr. Boshart. **Approved unanimously**

Consent Agenda

MOTION: Mr. Boshart moved the consent agenda as follows:

Approve the following Board of Selectmen meeting minutes: June 11, 2019 regular session; May 28, 2019 regular session; and May 14, 2019 regular session

Approve amendment to the agreement for the Regional Housing Services Office between Acton, Bedford, Burlington, Concord, Lexington, Sudbury, Wayland, and Weston by accepting the withdrawal of Burlington from the membership, effective July 1, 2019.

Accept the Conservation Commission’s 2018 Hunting Report.

Designate Chris Houston to work with the Town Manager to review and release executive session minutes, as appropriate.

Approve a request from the Chief of Police to accept a gift donation of \$3,000 from Mr. and Mrs. Josef J.D. Gazzola in memory of Josephine Gazzola and to be applied to the Gazzola Memorial Fund.

Approve a request from the Council on Aging to accept a gift donation of \$500 from Mr. and Mrs. Robert Stansky to be applied to the Miscellaneous Gift Account.

Approve request for a permit from Pastoral and Youth Minister, Colm McGarry, for St. Julia's Parish charity walk on Saturday, September 28, 2019, starting at 10:00 a.m. Request for a permit has been approved by Police and Fire departments and Public Works, subject to conditions.

2nd by Mr. Houston. **Approved unanimously**

Regular meeting adjourned at 10:31 a.m.

Laurie Bent
Clerk

Note: A copy of all documents, explanatory material, and exhibits presented to and used by the Board of Selectmen as part of this meeting are attached to the approved minutes.

July 10, 2019

Lauren F. Goldberg

lgoldberg@k-plaw.com

BY ELECTRONIC MAIL (openmeeting@state.ma.us)
AND FIRST CLASS MAIL

Carrie Benedon, Esq.
Director, Division of Open Government
Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Re: Town of Weston Board of Selectmen –
Response to Second Open Meeting Law Complaint of Owen Murphy

Dear Ms. Benedon:

This office represents the Town of Weston as Town Counsel. The Board of Selectmen received the enclosed Open Meeting Law Complaint, attached, dated June 14, 2019 (“Complaint”) from an individual identified as Mr. Owen Murphy (“Complainant”).¹ The Complainant alleges that release of certain executive session minutes disclosed an Open Meeting Law violation in connection with the Board’s February 13, 2018 executive session and its October 19, 2018 meeting. In brief, the Complainant alleges that e-mails related to a proposed revision to the minutes of the February 13, 2018 meeting evidenced an intentional violation of the Open Meeting Law. Although referenced somewhat less specifically in the complaint, the suggestion is that then-Selectman Douglas Gillespie² improperly demanded that the minutes of the meeting be revised to eliminate reference to a matter that could possibly constitute a potential conflict of interest. The Board met at a duly posted meeting on July 10, 2019 to review the allegations of the Complaint, discuss its response and delegated Town Counsel to respond to same.

The Town acknowledges that a delay occurred between the time of the executive session at issue and the date on which the executive session minutes were approved by the Board. However, the Board categorically denies any intentional violation of the Open Meeting Law.

In response to an earlier request from the Complainant regarding the 133 Boston Post Road development project, the approved minutes of the February 13, 2018 executive session, and several other meetings, were disclosed. At the time, the Town reviewed in good faith all approved minutes requested and released eight sets of minutes in their entirety, one set in part, and withheld two sets

¹ Although the Town previously questioned whether Mr. Murphy was a resident of the Town, and had not been able to confirm the same, Mr. Murphy attended the Board’s July 10, 2019 meeting at which his complaint was discussed. In addition to asking various questions to the Board, he volunteered that he was a resident of Watertown and further that he had been hired by one or more of the abutters to the now apparently defunct 133 Boston Post Road project.

² Mr. Gillespie’s term expired this spring, but he will be referred to as “Selectman Gillespie” for ease of discussion. It is generally believed that Mr. Gillespie has an ownership interest in the proposed G.L. c.40B project to be located at 751 Boston Post Road.

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based upon its belief that Purpose 6 of the Open Meeting Law continued to apply to its meetings. Shortly thereafter, however, the Board provided copies of all of the requested minutes, including an unredacted copy of the version previously sent.

Later, many e-mails were disclosed responsive to a public records request from Mr. Danforth Kelly³ for all e-mails to or from Selectman Gillespie concerning G.L. c.40B during a particular period of time. A small number of such e-mails suggested that the approved version of the February 13, 2018 minutes differed from that originally prepared by staff. The original form of the minutes, apparently e-mailed to the Board on October 5, 2018 as part of the Board's packet for its upcoming meeting, indicated an extremely limited discussion had occurred at the meeting concerning 751 Boston Post Road. On October 8, 2018, Selectman Gillespie e-mailed with staff requesting that the minutes be revised, indicating that it would have been highly unlikely that the matter was discussed at that time, as the "developer didn't reach out until May, 2018". In addition, Selectman Gillespie sent a second e-mail to staff on October 10, 2018, the day of the meeting at which such minutes were to be discussed, stating that he would like the minutes revised to omit that reference as it would have created a conflict of interest for him, or, in the alternative, that the matter not be included on the agenda for the meeting that evening. He copied the Chair on that e-mail.

The Complainant suggests a violation of the Open Meeting Law occurred when then-Selectman Gillespie e-mailed staff directly to request that the draft minutes be revised to eliminate what he characterized as an inaccuracy in the draft minutes. While the Open Meeting Law itself requires that minutes be taken of both open and executive sessions, and further where the Attorney General has found that such minutes must provide sufficient information to allow someone who was not in attendance to "understand" what happened at the meeting, there is no requirement that the minutes be a transcript of the meeting. See G.L. c.30A, §22; 940 CMR 29.11(1); Attorney General's Open Meeting Law Guide, 2017, p.16. Further, there is no "one way" required by the law to draft or format minutes, and many municipalities vary in the practice regarding same. Several options exist, including, for example: a member of the public body prepares the minutes; one member working with staff might prepare the minutes; staff works alone with a tape of the meeting; or a draft prepared by staff might be reviewed by the Town Administrator or Manager and be revised before the minutes are even presented to the body. In fact, the Attorney General appears to have taken this concept even further, recently indicating that there are several ways to approve minutes, including by means of "consent", authorizing a single individual to approve the same, or approving the minutes as a public body at a meeting. See Attorney General's Frequently Asked Questions about Meeting Minutes, found at <https://www.mass.gov/info-details/frequently-asked-questions-about-the-open-meeting-law#frequently-asked-questions-about-meeting-minutes>. In this case, the revision to the minutes suggested by Selectman Gillespie was not approved by a quorum of the Board outside of a public meeting. The Complainant himself acknowledges that the minutes were approved at a

³ Similar to Mr. Murphy, Mr. Kelly does not appear as a voter or resident of the Town of Weston. A search for Mr. Kelly on Whitepages.com evidences no one by that name residing in Massachusetts.

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meeting. If any Board member had wanted to raise the issue of the change in the content of the minutes compared from the previously circulated draft, or compared the two drafts prior to approving the revised draft, they certainly could have raised the matter at the meeting; apparently, however, the Board members were satisfied that the meeting minutes appropriately reflected the content of their meeting and the required elements of minutes in compliance with the Open Meeting Law.⁴ The bottom line, however, is that the Open Meeting Law does not contain any prohibition on a member of a public body member requesting that staff revise draft minutes.

The Complainant suggests further a second e-mail from then-Selectman Gillespie, copied to the then-Board Chair Harvey Boshart (although Mr. Boshart is no longer the Chair, he is still a member of the Board of Selectmen, and will be referred to hereafter as “Chair”), also constitutes a violation of the Open Meeting Law. In short, that e-mail provided notice to the Chair that Selectman Gillespie might be requesting removal of an agenda-item for the meeting that night. Selectman Gillespie did not ask the Chair to agree with him concerning the form of the minutes, request the Chair’s position on the minutes, or request the Chair to otherwise take a position on the accuracy or completeness of the minutes. While, in retrospect, it may have been better practice for Selectmen Gillespie to have edited his second e-mail to staff, copied to the Chair, to “omit” the portion of the e-mail chain where he explained why he was requesting that the draft minutes be revised, in practice, this is a very fine line, and, at most, a clerical oversight. Selectman Gillespie was not engaging the Chair in deliberation; instead, he was notifying the Chair of a potential change to the agenda for the meeting that night. As noted above, the Chair did not “weigh in” by e-mail as to the content or form of the minutes.

In any event, such draft minutes were requested in a later public records request. Although there is no requirement that draft minutes be maintained once official minutes have been approved, the Town undertook a wide-ranging search for the same. Such draft was later identified on the hard drive of a staff member who had been intermittently out of the office at that time, and the draft was disclosed to the public. Thus, any inadvertent “failure” to have had a substantive discussion of the revision at the Board’s meeting was cured by making the e-mails at issue and the draft minutes public. See, e.g., Pearson v. Board of Selectmen of Longmeadow, 49 Mass.App.Ct. 119 (2000); Benevolent & Protective Order of Elks, Lodge No. 65 v. Planning Bd. of Lawrence, 403 Mass. 531 (1988).

⁴ As noted above, the draft minutes of the February 13, 2018 meeting contained a brief reference to the 751 Boston Post Road project. It is simply not possible this many months later to conclusively determine whether such discussion occurred at that meeting. Even if, for the sake of argument only and reserving all rights, such project did come up in passing during discussions about the purchase, exchange or value of an interest in real property related to Boston Properties (133 Boston Post Road), neither the Open Meeting Law nor the Attorney General’s regulations require the minutes to constitute a transcript of the discussions. Even when staff prepares minutes, the Board does not cede or waive the right to approve the minutes in a revised format..

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I note that it appears some confusion still exists about the reference in the February 13, 2018 executive session minutes to the 751 Boston Post Road project. One board member's subsequent recollection of discussion about the project was that the matter was not initially raised by Selectman Gillespie at that meeting or at a later meeting. Instead, he recalls that the matter was brought to his attention by a third party at a later time, and not at an executive session meeting of the Board. Selectman Gillespie's e-mails on this topic confirm the same – Selectman Gillespie did not believe that the matter had been discussed until later in the calendar year, and he would not have raised the issue anyway because it would constitute a conflict of interest. Unfortunately, however, due to issues arising with the timing of Town Meeting and the Town Election, changes in staffing, including the search for and appointment of a new Town Manager, absences for bereavement and other personal issues, and turnover in key administrative positions, there was a delay in preparing the minutes of that meeting. As such, it is simply not possible this many months later to fully recreate the meeting or what occurred thereat.

As you are aware, there is a “presumption in favor of the honesty and sufficiency of the motives actuating public officers in actions ostensibly taken for the general welfare.” Lapointe v. License Bd. of Worcester, 389 Mass. 454, 459 (1983) (internal citations omitted). While the e-mails sent by then-Selectman Gillespie may not have been, as noted, artfully worded, it is reasonable to believe that a person looking to improperly influence staff or other members of the Board would not use their Town e-mail address to create a public record of the same. Similarly, although prior to release of the e-mails responsive to the public records request for all e-mails to or from Selectman Gillespie concerning G.L. c.40B matters, Selectmen Gillespie could have requested that certain e-mails be withheld or sought a protective order for such purposes, he did not do so. The presumption required by law, is, therefore, that Selectman Gillespie's actions in requesting that the minutes be corrected or the matter put off until a different evening were not improperly motivated, and therefore, not an intentional violation of the Open Meeting Law.

As to the timing of action to approve the February 13, 2018 executive session minutes, the Board recognizes that it must make a priority the timely approval of executive session minutes. The Board has recently received several requests for executive session minutes and has struggled, within the time frame allowed by law, to review and determine whether the purpose of the session has been met. As such, the Board understands that it must timely prepare and approve both open meeting and executive session minutes, and, further, that the Board's executive session minutes must be reviewed on a periodic basis. Going forward, the Board can and does commit to working with its staff to develop an appropriate protocol for such purposes in accordance with the Open Meeting Law.

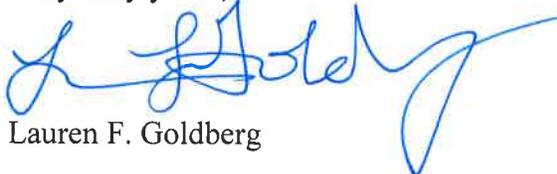
The Board takes its compliance with the Open Meeting Law seriously, and maintains that the Complainant's allegations relative to the approval of the February 13, 2018 meeting minutes inaccurately characterize what is, at most, and without conceding the same, an inadvertent and unintentional error. Moreover, the Board recognizes, as it responds to the large number of public

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records requests filed lately, making such minutes of meetings available to the public as soon as possible is a measurable improvement and a best practice.

Be further aware that the Board, through the Town Manager, is in the final stages of identifying a date for Town Counsel to provide Open Meeting Law training, consistent with similar trainings provided over the last several years, for members of boards and committees, including members of the Board of Selectmen. In addition, the Board of Selectmen have recently designated the current chair, Christopher Houston, to work with administrative staff to review previously approved minutes in order to release other documents to the public as well.

Very truly yours,



Lauren F. Goldberg

Enc.

cc: Board of Selectmen
Town Manager (gaumond1@westonmass.org)
Mr. Owen Murphy (o.murphy@ymail.com)



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Owen Last Name: Murphy

Address: PO Box #541263

City: Waltham State: MA Zip Code: 02454

Phone Number: +1 (617) 419-0574 Ext. _____

Email: o.murphy@ymail.com

Organization or Media Affiliation (if any): _____

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual Organization Media

Public Body that is the subject of this complaint:

City/Town County Regional/District State

Name of Public Body (including city/town, county or region, if applicable): Weston Board of Selectmen

Specific person(s), if any, you allege committed the violation: Douglas Gilcspic, Harvey Boshart, Christopher Houston

Date of alleged violation: Oct 9, 2018

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

There are multiple Open Meeting Law violations rooted in an executive session held by the Weston BOS on 02/13/2018 and whose minutes were approved at a meeting held 10/09/2018. On 02/13/2018, the board held an executive session under exception purpose 6 and cited a project at 133 Boston Post Rd as the topic. In that meeting they also discussed a project at 751 Boston Post Rd, a property owned by Selectman Douglas Gillespie and his family. In violation of the Open Meeting Law, the public was not informed a project at 751 Boston Post Rd would be discussed in the meeting, which would have been a subject of significant public interest. In fact, the public was not informed of this project for another seven months.

On 10/09/2018, there was a Weston BOS meeting scheduled to take place and the approval of minutes for the 02/13/2018 executive session was on the posted agenda. According to emails released and published online 05/16/2019 through a public records request, the Assistant to the Town Manager emailed to the board a meeting packet that included the draft minutes for the 02/13/2018 meeting. According to the released emails, Sel Gillespie then emailed this staff person and inaccurately claimed that "the developer didn't reach out until May 2018," implying that the project on his property could not have been discussed in February and asking for the minutes to be changed. The next day, the day of the meeting, the staff person emailed back to say she would look into it. Just minutes later, Sel Gillespie emailed her again, this time including Sel Boshart on the email and more firmly ordered her to alter the draft minutes, saying "Please just take any reference to 751 out of the minutes. Any mention by me was not for public consumption because it creates a conflict of interest for me. Bring revised copies to the meeting, or remove it from the consent agenda." Within minutes the staff person emailed back the two Selectmen an altered version of minutes. Sel Gillespie thanked the staff person and a new version of minutes was approved unanimously by all three Weston Selectmen at the meeting that evening, with no public discussion of the changes that had taken place.

Ordering the alteration of minutes to hide from the public what happened in the 02/13/2018 meeting is a violation of the Open Meeting Law. In addition, when Sel Gillespie included Sel Boshart in his email discussing his opinion re. the content of the 02/13/2018 minutes (which was on the agenda for meeting that night) it created a quorum of the three member Weston BOS and was another violation of the Open Meeting Law. Any opinions shared between Selectmen on the contents of the minutes should have been in a properly posted meeting.

Earlier this year, I requested and eventually received the executive session minutes relating to the now withdrawn project at 133 Boston Post Rd, including the approved 02/13/2018 minutes. On 06/07/2019, the draft version of those minutes was posted online through another public records request. When I became aware of this I was able to see for the first time the significant difference between the approved and released minutes for that meeting and the draft minutes that were initially created.

This was an intention violation of the Open Meeting Law. The motive for the violation was stated clearly, explicitly, and plainly in an email from one Selectman to town staff and another Selectman- to hide from the public a conflict of interest.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Apologize to the public for a major and intentional violation of the Open Meeting Law. Initiate an independent review for any further OML violations and conflicts of interest going back five years, including but not limited to the project at 751 Boston Post Rd. Publicize the results of the independent review. Payment of a meaningful fine.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: _____

Date: 06/14/2019

For Use By Public Body

For Use By AGO

Date Received by Public Body:

Date Received by AGO: