

**Minutes of
Cape Cod Commission
Open Meeting Law Training Session**

**Cape Cod Commission
Conference Room
3225 Main Street, Barnstable, MA**

February 19, 2009

An Open Meeting Law training session of the Cape Cod Commission was held on Thursday, February 19, 2009 at 12:00 noon in the Cape Cod Commission, Conference Room, 3225 Main Street, Barnstable, MA. Commission Members in attendance: Royden Richardson, Michael Blanton, Joy Brookshire, Jay Zavala, Peter Graham, Roger Putnam, and John Harris.

Jessica Wielgus, Commission counsel, introduced Thomas Shack, Assistant District Attorney/Chief of Operations.

Attorney Shack said the legislative purpose of enacting Massachusetts General Law, Chapter 39, Section 23B, was to eliminate much of the secrecy involved in local government by mandating, with certain, well-defined exceptions, all governmental meetings and records be open to and available for inspection by the public. He said in view of the legislative purpose, it is the opinion of the District Attorney that M.G.L., Chapter 39, Section 23B, setting forth and explaining its requirements and defining terms used in the Law.

Attorney Shack referred to the *Guide to the Open Meeting Law* and discussed terms and definitions used in the Open Meeting Law, the purpose of the Law, notice requirements, executive session and enforcement of the Law.

The training session adjourned at 12:55 p.m.

Minutes of
Cape Cod Commission
Conflict of Interest Training Session

First District Court House
Assembly of Delegates Chamber
Barnstable, MA

February 19, 2009

A Conflict of Interest Law training session of the Cape Cod Commission was held on Thursday, February 19, 2009 at 1:00 p.m. in the First District Court House, Assembly of Delegates Chamber, Barnstable, MA. Commission Members in attendance: Royden Richardson, Michael Blanton, Joy Brookshire, Jay Zavala, Peter Graham, Roger Putnam, Sheila Lyons, and John Harris.

Jessica Wielgus, Commission counsel, introduced David Giannotti of the State Ethics Commission.

Mr. Giannotti said the State Ethics Commission consists of a five-member, independent, non-partisan authority. He said it's an administrative law agency providing advice, education and enforcement of Massachusetts General Law Chapter 268A and 268B. Mr. Giannotti said the Commission has jurisdiction over all state, county, and municipal employees and volunteers, paid or unpaid, full time, part-time, intermittent or specials. He said the Commissioners serve a single, five-year term—three of which are appointed by the Governor and one member is appointed by both the Attorney General and the Secretary of State. He said the State Ethics Commission is comprised of four divisions—public education, legal, statement of financial interests and enforcement.

Mr. Giannotti referred to PowerPoint slides, provided examples and explained what constitutes a conflict of interest.

The training session adjourned at 3:30 p.m.