

**DISCLOSURE BY NON-ELECTED STATE EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 6**

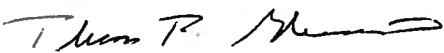
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STATE ETHICS COMMISSION
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STATE EMPLOYEE INFORMATION	
Name:	Lynn Shields
Title or Position:	Manager of Affordable Housing Trust Fund (the "Trust") For Massachusetts Housing Finance Agency acting as Contract Administrator
State Agency:	Massachusetts Housing Finance Agency ("MassHousing")
Agency Address:	One Beacon Street Boston, MA 02108
Office Phone:	617 854 1381
Office E-mail:	LShields@masshousing.com
<p>My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.</p>	
PARTICULAR MATTER	
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	<p>The particular matters in which my husband, James Buechl, may have a financial interest and for which I may be responsible are individual loan transactions involving funding from the Trust. He is an attorney in private practice with an active practice in the area of real estate and housing development. He is a sole practitioner who provides legal services to private developers, including from time to time developers who seek and are awarded funding from the Trust. He performs legal services in processing and closing these Trust loans for his developer clients. From time to time he may also provide legal services for a developer with respect to a Trust financed property after the Trust loan is made.</p> <p>Legal fees paid for these services are deposited into a law firm account against which he makes periodic draws. The only joint account we currently maintain is from an unrelated real estate financing.</p>
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	<p>As an employee of MassHousing and acting as the manager of the Trust, I am the person principally responsible for accepting and processing applications for funding from the Trust and making a recommendation for an award or a denial. I also participate in resolving issues which may subsequently arise on a loan once it is made. I supervise a staff of 3 other people and I report to MassHousing's Director of Rental Lending. Either I or one of my staff also supervise the closing of all loans or grants made by the Trust.</p> <p>When an application for funding is made to the Trust, the applicant must disclose who its attorney will be. If it is James Buechl, I abstain from participating in the processing of the application, deciding whether or not an award should be made, and participating in the loan closing. I may also participate in resolving issues once a Trust loan is made so long as my husband is not involved in representing the developer even though he may have closed the loan in the first instance.</p>

	FINANCIAL INTEREST IN THE PARTICULAR MATTER
Write an X by all that apply.	<p><input type="checkbox"/> I have a financial interest in the matter.</p> <p><input checked="" type="checkbox"/> My immediate family member has a financial interest in the matter.</p> <p><input type="checkbox"/> My business partner has a financial interest in the matter.</p> <p><input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter.</p> <p><input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.</p>
Financial interest in the matter	James has a financial interest in any matters involving the Trust when he acts as the developer's counsel or counsel to another party in the transaction since he will receive a legal fee for services rendered. He is a member of my immediate family.
Employee signature:	<i>James M. Phillips</i>
Date:	6/4/13

DETERMINATION BY APPOINTING OFFICIAL

	APPOINTING AUTHORITY INFORMATION
Name of Appointing Authority:	Thomas Gleason
Title or Position:	Executive Director
Agency/Department:	Massachusetts Housing Finance Agency
Agency Address:	One Beacon Street Boston, MA 02108
Office Phone:	617 851- 1860
Office E-mail:	TGleason@masshousing.com
	DETERMINATION
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 6, I have reviewed the particular matter and the financial interest identified above by a state employee.
Write an X by your selection.	<p><input checked="" type="checkbox"/> I am assigning the particular matter to another employee, or (see comment section below for procedures.)</p> <p><input type="checkbox"/> I am assuming responsibility for the particular matter, or</p>

	— I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the Commonwealth may expect from the employee.
Appointing Authority signature:	
Date:	6/10/13
Comment:	<p>All applications for Trust funding shall be screened to determine whether James Buechl shall be representing a party in the transaction. Whenever Ms. Shields shall determine that he is representing a party, she shall recuse herself from any further participation in reviewing the funding request and the closing of any loan that may be made. She will inform her direct supervisor, the Director of Rental Lending. He will select another staff person to be responsible for the matter and such staff person shall not report to Ms. Shields on the matter but shall report to the Director of Rental Lending directly. The Director of Rental Lending shall keep a record of all such delegations.</p> <p>Whenever Ms. Shields shall be engaged in a Trust matter after the closing of a Trust loan and Mr. Buechl is then representing the borrower or party engaged in the issue to be resolved, Ms. Shields and the Director of Rental Lending shall follow the same procedures as above. Such procedures need not apply if such subsequent matters do not involve Mr. Buechl even though he may have previously represented a party in the loan processing and closing.</p>

Attach additional pages if necessary.

File copy with:

State Ethics Commission, One Ashburton Place, Room 619, Boston, MA 02108

Form Revised February, 2012