



The Commonwealth of Massachusetts

Middlesex Sheriff's Office

Peter J. Koutoujian

Sheriff

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STATE ETHICS COMMISSION

2014 APR -1 AM 9:42

400 Mystic Avenue  
Medford, Massachusetts 02155

Phone (781) 960-2800  
Fax (781) 960-2902

March 31, 2014

Karen L. Nober  
Executive Director  
State Ethics Commission  
One Ashburton Place, Room 619  
Boston, MA 02108

Re: Disclosures of Financial Interest

Dear Ms. Nober:

Enclosed are disclosures pursuant to G.L. c. 68A, Section 6, from employees of the Middlesex Sheriff's Office, and Determinations by the Appointing Official, Sheriff Peter Koutoujian.

Please contact me if you have any questions.

Sincerely,

LaDonna J. Hatton  
Chief Legal Counsel  
781.960.2813

**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

	<b>STATE EMPLOYEE INFORMATION</b>
Name:	Kathleen Skarin
Title or Position:	Chief of Staff
State Agency:	Middlesex Sheriff's Office
Agency Address:	400 Mystic Avenue Medford, MA 02155
Office Phone:	781-960-2800
Office E-mail:	kgskarin@sdm.state.ma.us
	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.
	<b>PARTICULAR MATTER</b>
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.	Decision about an increase in salary and benefits for at-will employees.
Your required participation in the particular matter:	
E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	As the Chief of Staff, I am required to participate in matters relating to employee salaries and benefits.
	<b>FINANCIAL INTEREST IN THE PARTICULAR MATTER</b>
Write an X by all that apply.	<input checked="" type="checkbox"/> X I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <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. <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.
Financial interest in the matter	Because I am an at-will employee, my salary and benefits will be impacted by the decision.

Employee signature:	<i>Kathleen G. Starr</i>
Date:	3/18/14

**DETERMINATION BY APPOINTING OFFICIAL**

	<b>APPOINTING AUTHORITY INFORMATION</b>
Name of Appointing Authority:	Peter J. Koutoujian
Title or Position:	Middlesex Sheriff
Agency/Department:	Middlesex Sheriff's Office
Agency Address:	400 Mystic Avenue Medford, MA 02155
Office Phone:	781-960-2800
Office E-mail	Pjkoutoujian@sdm.state.ma.us
	<b>DETERMINATION</b>
Determination by appointing authority:  Write an X by your selection.	<p>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.</p> <p><input type="checkbox"/> I am assigning the particular matter to another employee, or</p> <p><input type="checkbox"/> I am assuming responsibility for the particular matter, or</p> <p><input checked="" type="checkbox"/> 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.</p>
Appointing Authority signature:	
Date:	3/28/14
Comment:	

Attach additional pages if necessary.

File copy with:

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