

**SOMERVILLE RETIREMENT BOARD  
323 BROADWAY  
SOMERVILLE, MA 02145  
(617) 764 - 3811  
Fax (617) 591 - 3211**

*THOMAS ROSS, VICE CHAIRMAN  
JOHN MEMORY  
EDWARD BEAN, CHAIRMAN  
ALEX NOSNIK*

**ELECTION OUTREACH EFFORTS:**

**A) RETIREMENT BOARD WEBSITE**

Candidates will be allowed to post a statement promoting their candidacy on the Retirement Board Section of the City of Somerville's website. ( [www.somervillema.gov/retirement](http://www.somervillema.gov/retirement). ) The statement should not exceed 500 words and should be submitted to the Election Officer in Microsoft Word Format. Please e-mail the document to the Election Officer at [mpasquariello@somervillema.gov](mailto:mpasquariello@somervillema.gov). The statement should address why you are running, what you consider your qualifications to be, and what you plan to do as a Retirement Board Member. Please refrain from libelous statements. We reserve the right to edit out potentially libelous statements. We will contact you if such a need exists. Statements may be submitted at any point in time after today and will remain on the website until the end of the Election.

**B) MAILINGS**

Massachusetts General Law Chapter 4, Section 7 excludes the names and addresses of public employees from the definition of "public records". As a result, the names and addresses of members and retirees cannot be released to a member seeking election to the Retirement Board. We have discussed this matter with both PERAC and the State Ethics Commission.

The Board will grant access (for the purpose of mailings but will not allow the release of) the names of addresses of its active and retired members to candidates who are seeking an elected seat on the Board. Candidates will not see the names and addresses. The following procedure must be undertaken for access to be granted:

1. Subject to staff availability, address labels will be generated and affixed to campaign materials by the Retirement Board Staff with a cost to the candidate for the labels and time required

**billed at the lowest office rate. We have estimated the cost to be \$150.00.**

- 2. All information must be submitted in a sealed pre-stamped envelope or on pre-paid post-cards.**
- 3. All information will be mailed by the Somerville Retirement Board and its staff. Information will be mailed via U.S. Postal Service. The Retirement Board assumes no liability for USPS deliveries.**
- 4. Staff time must be scheduled to organize the mailing. A written request must be filed with the Election Officer by 5:00 PM on November 14, 2018 in order to take advantage of this option. In no instance shall staff time be scheduled after November 28, 2018.**
- 5. Equal opportunity shall be afforded to all candidates to mail. No multiple mailings will be allowed.**
- 6. The \$150.00 charge is paid in advance; check or money order made payable to the Somerville Retirement Board.**
- 7. The policy will be first-come, first-served. Candidates must present the \$150.00 and present the material to the Retirement Office.**