

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 19**

| MUNICIPAL EMPLOYEE INFORMATION | |
|---|--|
| Name: | |
| Title or Position: | |
| Municipal Agency: | |
| Agency Address: | |
| Office Phone: | |
| Office E-mail: | |
| | 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. |
| 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. | Please describe the particular matter. |
| Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other. | Please describe the task you are required to perform with respect to the particular matter. |
| FINANCIAL INTEREST IN THE PARTICULAR MATTER | |
| Write an X by all that apply. | <input type="checkbox"/> 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. |

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| Financial interest in the matter | Please explain the financial interest and include a dollar amount if you know it. |
| Employee signature: | |
| Date: | |

DETERMINATION BY APPOINTING OFFICIAL

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|--|---|
| | APPOINTING AUTHORITY INFORMATION |
| Name of Appointing Authority: | |
| Title or Position: | |
| Agency/Department: | |
| Agency Address: | |
| Office Phone: | |
| Office E-mail | |
| | DETERMINATION |
| Determination by appointing authority: | As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. 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 municipality may expect from the employee. |
| Appointing Authority signature: | |
| Date: | |
| Comment: | |

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.