

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

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| | MUNICIPAL EMPLOYEE INFORMATION |
| Name: | Jennifer Rand |
| Title or Position: | Town Administrator |
| Municipal Agency: | West Tisbury |
| Agency Address: | PO Box 278 West Tisbury, MA 02575 |
| Office Phone: | 508-696-0102 |
| Office E-mail: | townadmin@westtisbury-ma.gov |
| | 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. Annual Budget review |
| 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. As a member of the Financial Management Team we are charged with reviewing the annual budget and warrant articles in the context of the total budget picture for next fiscal year. Once we review the overall picture we are tasked with presenting recommendations to the Select Board for funding sources, overrides, and potential pitfalls of articles that may not be appropriate due to the overall financial picture |
| | FINANCIAL INTEREST IN THE PARTICULAR MATTER |
| Write an X by all that apply. | <input checked="" 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. |

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| | <p>___ 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>___ 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 | <p>Please explain the financial interest and include a dollar amount if you know it.</p> <p>Annually the Personnel Board puts forward a wage adjustment article for employees to adjust salaries to keep pace with the cost of inflation. This index changes annually so the financial impact to me is unknown.</p> |
| Employee signature: | |
| Date: | |

DETERMINATION BY APPOINTING OFFICIAL

| APPOINTING AUTHORITY INFORMATION | |
|---|--|
| Name of Appointing Authority: | |
| Title or Position: | |
| Agency/Department: | |
| Agency Address: | |
| Office Phone: | |
| Office E-mail | |
| DETERMINATION | |
| Determination by appointing authority: | <p>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.</p> |
| Appointing Authority signature: | |
| Date: | |
| Comment: | |

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Attach additional pages if necessary.

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

Form revised February, 2012