

# TOWN OF NORTH EAST

106 South Main Street / P.O. Box 528 / North East, Maryland 21901-0528  
Telephone: 410-287-5801 / Fax: 410-287-8267  
[www.northeastmd.org](http://www.northeastmd.org)

---

June 29, 2018

The Cecil Whig  
601 Bridge Street  
Elkton, Maryland 21921

Please insert the Public Notice below in your July 4<sup>th</sup>, July 6<sup>th</sup> and July 9<sup>th</sup> issues. Also, please provide an affidavit of publication. Should you have any questions please do not hesitate to contact me at 302-584-6207.

Sincerely,  
Melissa B. Cook-MacKenzie  
Town Administrator

---

## PUBLIC NOTICE - TOWN OF NORTH EAST TOWN BOARD VACANCY

The Mayor and Commissioners of the Town of North East are accepting “APPLICATIONS FOR POTENTIAL APPOINTMENT” from qualified residents of the Town of North East to fill an unexpired term on the Town Board. Said term expires March 2019. Candidates shall be at least twenty-one years of age, shall have resided in the Town for at least one year immediately preceding their appointment, and shall be qualified voters of the Town. In addition, a certificate of candidacy for appointment form and a financial disclosure form will need to be completed and submitted. The required forms are available from the Town’s website [www.northeastmd.org](http://www.northeastmd.org) or by calling 410-287-5801. Please submit your application and both forms to the Town Hall, P.O. Box 528, 106 S. Main Street, North East, MD 21901-0528 ATTN: Town Administrator no later than 4:00 p.m. on July 23, 2018. Electronic copies will not be accepted.

# BOARD OF SUPERVISORS OF ELECTIONS

TOWN OF NORTH EAST, MARYLAND

[WWW.NORTHEASTMD.ORG](http://WWW.NORTHEASTMD.ORG)



## Town Board (Commissioner) Vacancy

≈≈≈

## Candidate Forms



Thank you for your interest in the Town of North East. Outlined below are the forms and information you will need to complete the process.

### **FORMS**

The following attached forms are due by 4:00 p.m. on or before Monday July 23, 2018:

- (1) Application for Potential Appointment
- (2) Certificate of Candidacy for Appointment
- (3) Financial Disclosure Statement for Candidate

Submit all forms to the North East Town Hall, P.O. Box 528, 106 South Main Street, North East, Maryland 21901-0528 attention: Town Administrator.

**PLEASE NOTE: COMPLETED FORMS MAY NOT BE FILED BY FACSIMILE SERVICE OR OTHER ELECTRONIC TRANSMISSION.**

### **INTERVIEW**

The Mayor and Commissioners will conduct interviews of all applicants. You will be sent a letter indicating the date and time of your interview.

### **QUESTIONS**

Direct all questions to the Town Administrator, Melissa MacKenzie, at 410-287-5801, extension 103 or email at [mmackenzie@northeastmd.org](mailto:mmackenzie@northeastmd.org).



## Application and Statement of Interest for Appointment to Town Board

### APPLICANT INFORMATION

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Do you live within the corporate limits of the Town? \_\_\_\_\_

If yes, how long have you lived in the corporate limits of the Town? \_\_\_\_\_

Are you the owner of the property? \_\_\_\_\_

How long have you owned property in the town? \_\_\_\_\_

Previous location? \_\_\_\_\_

Other than your home, do you own property within the corporate limits of the Town?  Yes  No

If yes, state address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_  
(HOME) (WORK)

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Job Title: \_\_\_\_\_ Years with current employer? \_\_\_\_\_

Work Address: \_\_\_\_\_

Education Background/Training \_\_\_\_\_

### COMMUNITY RELATED SERVICES, ACTIVITIES AND HONORS

Organization: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Organization: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Organization: \_\_\_\_\_ Length of Service: \_\_\_\_\_

### VOLUNTEER EXPERIENCE:

Organization: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Organization: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Organization: \_\_\_\_\_ Length of Service: \_\_\_\_\_

**BOARDS/COMMISSIONS**

Are you currently serving on or have served on any public board or commission? If so, please list below.

BOARD or COMMISSION	DATES
_____	_____
_____	_____
_____	_____
_____	_____

Skills/Special Interests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any experience related to Town Government? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will your qualifications best serve the needs of the community? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would any conflict of interest be created if appointed?    Yes       No

If yes, please explain: \_\_\_\_\_

**REASON FOR INTEREST IN POSITION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEETINGS: AVAILABILITY**

Are you able to attend evening meetings? Yes or No \_\_\_\_\_

Are you able to attend the Town Board meetings (2<sup>nd</sup> & 4<sup>th</sup> Wednesday at 7PM)? Yes or No \_\_\_\_\_

Are you able to attend day time meetings? Yes or No \_\_\_\_\_

How many hours per month can you devote to the position? \_\_\_\_\_

Any comments regarding meeting attendance? \_\_\_\_\_

**REFERENCES** (or include letters)

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Years known: \_\_\_\_\_ Years known: \_\_\_\_\_

---

*I hereby certify that all of the statements made in this Application are true, complete and correct to the best of my knowledge and belief. I understand that if appointed, falsified statements on this application shall be considered cause for immediate resignation.*

*As an applicant for the above-appointed position, I understand that this completed application and supporting documents may be made available for public inspection.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return application to:**

Town of North East  
Attn: Town Administrator  
P.O. Box 528  
106 South Main Street  
North East, Maryland 21901-0528

**Questions:**

Please contact Town Administrator  
Phone: (410) 287-5801 extension 103  
Email: [mmackenzie@northeastmd.org](mailto:mmackenzie@northeastmd.org)



**BOARD OF SUPERVISORS OF ELECTIONS  
TOWN OF NORTH EAST, MARYLAND  
CERTIFICATE OF CANDIDACY FOR NOMINATION**



(PLEASE PRINT)

OFFICE SOUGHT: Town Commissioner

I hereby request that I, \_\_\_\_\_ be considered for appointment to fill the vacancy of an unexpired term on the Town Board known as the Mayor and Commissioners of the Town of North East.

I Hereby Declare:

1) I am a registered voter of (check all that apply):

Cecil County \_\_\_\_\_ Town North East \_\_\_\_\_

2) Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

3) I reside at:

No. and Street: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

I have resided at this location since: \_\_\_\_\_  
Month Day Year

If less than one (1) year, state previous residency:

\_\_\_\_\_

4) I meet the qualifications for the above-mentioned office as set forth in applicable law.

I hereby certify under penalties and perjury that the information provided above is true.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date of this Certification

**FOR ELECTION BOARD USE ONLY**

THE ABOVE DECLARATION IS CORRECT: YES: \_\_\_\_\_ NO: \_\_\_\_\_

IF NO, OUR RECORDS SHOW: \_\_\_\_\_

SIGNATURE OF PERSON COMPLETING THIS FORM: \_\_\_\_\_



# TOWN OF NORTH EAST ETHICS COMMISSION



## FINANCIAL DISCLOSURE STATEMENT PACKAGE

Bank List  
Definitions  
Financial Disclosure Statement Form

---

*Town of North East - Ethics Commission  
North East Town Hall  
106 South Main Street / P.O. Box 528  
North East, Maryland 21901-0528  
410-287-5801*



## Town of North East Public Ethics Definitions

**Business Entity** means a corporation, general or limited partnership, sole proprietorship, joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, whether or not operated for profit. Business entity does not include a governmental entity.

**Commission** means the Town Ethics Commission.

**Compensation** means any money or thing of value, regardless of form, received or to be received by any individual covered by this Article from an employer for service rendered. If lobbying is only a portion of a person's employment, "compensation" means a prorated amount based on the time devoted to lobbying compared to the time devoted to other employment duties.

**Doing Business With** means: (a) having or negotiating a contract that involves the commitment, either in a single or combination of transactions, of \$5,000.00 or more of Town controlled funds; (b) being regulated by or otherwise subject to the authority of the Town and (c) being registered as a lobbyist.

**Elected Official** means any individual who holds an elective office of the Town.

**Employee** means an individual who is employed by the Town. "Employee" does not include an elected local official.

**Financial Interest** means: (a) ownership of any interest as the result of which the owner has received, within the past 3 years, or is presently receiving, or in the future is entitled to receive, more than \$1,000.00 per year; or (b) ownership, or the ownership of securities of any kind representing or convertible into ownership, of more than 3 percent of a business entity by a Town official or employee, or the spouse of an official or employee.

**Gift** means the transfer of anything of economic value, regardless of the form, without adequate and lawful consideration. "Gift" does not include a political campaign contribution regulated under Election Law Article, Annotated Code of Maryland, or any other provision of State or local law regulating the conduct of elections or the receipt of political campaign contributions.

**Immediate Family** means a spouse and dependent children.

**Interest** means a legal or equitable economic interest, whether or not subject to an encumbrance or a condition, that is owned or held, in whole or in part, jointly or severally, directly or indirectly. "Interest" includes any interest held at any time during the reporting period. "Interest" does not include: (a) an interest held in the capacity of a personal agent, custodian, fiduciary, personal representative, or trustee, unless the holder has an equitable interest in the subject matter; (b) an interest in a time or demand deposit in a financial institution; (c) an interest in an insurance policy, endowment policy, or annuity contract under which an insurer promises to pay a fixed amount of money either in a lump sum or periodically for life or a specified period; (d) a common trust fund or a trust which forms part of a pension or profit sharing plan which has more than 25 participants and which has been determined by the Internal Revenue Service to be a qualified trust under the Internal Revenue Code; or (e) a college savings plan under the Internal Revenue Code.

**Lobbyist** means a person required to register and report expenses related to lobbying.

**Lobbying** means: (a) communicating in the presence of a Town official or employee with the intent to influence any official action of that official or employee; or (b) engaging in activities with the express purpose of soliciting others to communicate with a Town official or employee with the intent to influence that official or employee.

**Official** means an elected official, an employee of the Town, or a person appointed to or employed by the Town or any Town board, commission, or similar entity: (a) whether or not paid in whole or in part with Town funds; and (b) whether or not compensated.

**Person** includes an individual or business entity.

**Qualified Relative** means a spouse, parent, child, brother, or sister.



# Town of North East

## Public Ethics

### Bank List

TO: Financial Disclosure Statement Filers

SUBJECT: Schedule F of the Financial Disclosure Statement Form

---

*Chapter 2, Article 4, Section 2-406 of the Code of Ordinances* of the Town of North East requires that a filer list on Schedule F of the Financial Disclosure Statement form all indebtedness, excluding credit accounts, owed at any time during the reporting year to persons doing business with the Town. Doing business with the Town includes entities involved in lobbying, entities regulated by the Town, and entities involved in sales, purchases, leases or contract with the Town of \$5,000.00 or more of Town controlled funds.

Below is a listing of financial entities doing business with the Town. If you owed money to either of these financial institutions during the reporting period, you **must** disclose the details on Schedule F.

#### **FINANCIAL INSTITUTIONS DOING BUSINESS WITH THE TOWN**

Cecil Bank

Howard Bank

**TOWN OF NORTH EAST ETHICS COMMISSION**  
**P.O. BOX 528**  
**106 SOUTH MAIN STREET**  
**NORTH EAST, MARYLAND 21901-0528**  
**410-287-5801**

**FINANCIAL DISCLOSURE STATEMENT**

**This form is to be used by elected officials of the Town of North East and candidates for Town Office.**

Check the box if you would like to be notified if someone looks at your Statement.

Regular Reporting Period: January 1 through December 31, 2017.

**or**

Termination Report: January 1, through \_\_\_\_\_, 2018.

**Instructions:**

1. Fill in the preliminary information requested in the box below.
2. Upon completion of your financial disclosure statement, sign and date the lower portion of the page and make the required oath or affirmation before a notary public or other officer authorized to take oaths.

**PLEASE PRINT OR TYPE**

FIRST NAME	MIDDLE INITIAL	LAST NAME
CURRENT ADDRESS (WHERE YOU CAN BE SENT CORRESPONDENCE)		
CURRENT ELECTED POSITION OR OFFICE HELD WITH TOWN, IF ANY:		
OFFICE FOR WHICH CERTIFICATE OF CANDIDACY IS BEING OR HAS BEEN FILED, IF ANY:		
CELL PHONE:	HOME TELEPHONE:	
E-MAIL ADDRESS:		

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by Chapter 2, Article 4, Section 2-406 of the *Code of Ordinances of the Town of North East* with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cover sheet, the checklist, and Schedules A through I.

I hereby make oath or affirm under the penalties of perjury that the contents of this financial disclosure statement, including the Schedules attached hereto, are complete, true and correct to the best of my knowledge, information and belief.

Signature of Person Filing: \_\_\_\_\_

Date: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Signature of Notary Public: \_\_\_\_\_

Printed/Typed Name of Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_ (SEAL)

**Instructions:**

Check the proper block to Questions A through I. Do not leave any questions unanswered. If you check "Yes" to any question by sure to complete the corresponding Schedule.

**CAUTION: PLEASE READ ALL DEFINITIONS PROVIDED, BEFORE COMPLETING THIS FORM.**

- A. I held interests during reporting period in real property located in or outside Maryland. If "Yes," complete Schedule A found on page 3 and 4.
- B. I held interests during reporting period in corporations, partnerships, limited liability partnerships (LLP) or limited companies (LLC). If "Yes," complete Schedule B found on page 5 and 6.
- C. I held interests during the reporting period in business entities (other than corporations, partnerships, limited liability partnerships (LLP) or limited companies (LLC)) which did business with the Town. If "Yes", complete Schedule C found on page 7 and 8.
- D. I received gifts during the reporting period in excess of \$20.00 in value or a series of gifts totaling \$100.00 or more from or on behalf of, directly or indirectly, any one person who does business with or is regulated by the Town. If "Yes," complete Schedule D found on page 9.
- E. I or a member of my immediate family was a partner or held an office, directorship, or salaried employment during reporting period in or with a business entity doing business with the Town. If "Yes," complete Schedule E found on page 10.
- F. I or a member of my immediate family owed debts (excluding retail credit accounts) during reporting period to persons doing business with the Town. If "Yes," complete Schedule F found on page 11.
- G. A member of my immediate family was employed by the Town of North East during reporting period. If "Yes," complete Schedule G found on page 12.
- H. I or a member of my immediate family received a salary or was sole or partial owner of a business entity from which earned income was received, during the reporting period. If "Yes," complete Schedule H found on page 13.
- I. Is additional information set forth on Schedule I? If "Yes," complete Schedule I found on page 14.

YES	NO
A.	
B.	
C.	
D.	
E.	
F.	
G.	
H.	
I.	

**Schedule A – Real Property Interests**

Do you have any interest (as an owner or a tenant, including interests in time-shares) in real property in Maryland or in any other state or country?

\_\_\_\_\_ No (If No, go to Schedule B)

\_\_\_\_\_ Yes (If Yes, answer each question below. A separate Schedule A will be required for each property you need to disclose.)

1. What is the address or legal description of the property? (Only provide legal description if the property does not have an address)

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Map \_\_\_\_\_ Parcel \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

2. What kind of property is it? (Check those choices that apply)

\_\_\_\_\_ Improved \_\_\_\_\_ Unimproved (vacant lot)

\_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Other (state) \_\_\_\_\_

3. Is the interest (property) held directly by you or is it attributable to you?

\_\_\_\_\_ Directly (fee simple)

\_\_\_\_\_ Attributable (having direct or indirect control over a property or business interest held or owned by a family member or legal entity)

4. Are you the owner or tenant?

\_\_\_\_\_ Owner \_\_\_\_\_ Tenant

5. Do you hold the interest solely or is it jointly held with another or others?

\_\_\_\_\_ Solely \_\_\_\_\_ Jointly \_\_\_\_\_ Tenants by the Entirety (If held Jointly, or by tenants by the Entirety, identify the name(s) of the other joint owner(s):

\_\_\_\_\_  
\_\_\_\_\_

6. Are there any legal conditions or encumbrances on the property? (Example: mortgages, liens, contracts, options, etc.)

\_\_\_\_\_ No

\_\_\_\_\_ Yes (If Yes, what is/are the name(s) of the lender(s), creditor(s), lien holder(s))

\_\_\_\_\_  
\_\_\_\_\_

7. What date was the property acquired? \_\_\_\_\_

8. How was the property acquired? (Example: purchase, gift, inheritance, etc.)

---

9. From whom was the property acquired? (Name of individual or entity from whom you purchased or inherited the property or who gifted the property to you.)

---

10. What consideration was given when the property was acquired? (Dollar amount paid or, if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property)

---

11. Have you transferred any interest in this property during the reporting period?

\_\_\_\_\_ No

\_\_\_\_\_ Yes (If Yes, please answer questions 11A. - 11C. below)

11A. What percentage of interest did you transfer: \_\_\_\_\_ %

11B. What consideration did you receive for the interest: \_\_\_\_\_

11C. To whom did you transfer the interest: \_\_\_\_\_

---

**If you have any additional interests in real property in Maryland, any other state or any other country, please use additional sheet(s), if necessary, and respond to each above question for each such entry.**

**Schedule B – Interests in Corporations and Partnerships**

Did you have any interest in any corporations, partnerships, limited liability partnerships (LLP) or limited liability companies (LLC) during the reporting period whether or not the entity did business with the Town?

\_\_\_\_\_ No (Go to Schedule C)

\_\_\_\_\_ Yes (If Yes; (Answer each question below. A separate Schedule B will be required for each interest you need to disclose.)

1. What is the name and legal address of the entity? Include the complete name of the entity, do not identify solely by trading symbol:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

2. Does the stock of the corporation trade on a stock exchange?

\_\_\_\_\_ No

\_\_\_\_\_ Yes

3. Is the interest (property) held directly by you or is it attributable to you?

\_\_\_\_\_ Directly (fee simple)

\_\_\_\_\_ Attributable (having direct or indirect control over a property or business interest held or owned by a family member or legal entity)

4. Do you hold the interest in your name alone, or is it held jointly?

\_\_\_\_\_ Alone      \_\_\_\_\_ Jointly

If Jointly, the percentage of your interest: \_\_\_\_\_%

5. What is the nature of your interest and its dollar value or the number of shares? (Example: stock, notes, bonds, puts, calls, straddles, purchase options, etc.) If in a non-publicly traded entity or LLP or LLC, report the percentage of ownership.

Type: \_\_\_\_\_

Dollar Value of Shares: \$ \_\_\_\_\_ or Number of Shares: \_\_\_\_\_

Percentage of ownership: \_\_\_\_\_%

6. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

\_\_\_\_\_ No

\_\_\_\_\_ Yes; If yes, name of entity holding the encumbrance: \_\_\_\_\_

7. Did you acquire an interest in the entity during the reporting period?

\_\_\_\_\_ No

\_\_\_\_\_ Yes (If Yes, please answer questions 7A. – 7D. below)

7A. In what month was the interest acquired? \_\_\_\_\_

7B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.):  
\_\_\_\_\_

7C. From whom did you acquire the interest in the entity? (If you purchased it from a brokerage, the name of the brokerage): \_\_\_\_\_

7D. What consideration was given when the interest was acquired? (Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property): \_\_\_\_\_

8. Have you transferred any interest in this entity during the reporting period?

\_\_\_\_\_ No

\_\_\_\_\_ Yes (If Yes, please answer questions 8A. – 8C. below)

8A. What portion of the interest was transferred? \_\_\_\_\_

8B. What consideration did you receive for the interest in the entity? (Dollar amount paid, or if you received the property as a gift or inherited it, the fair market value and terms at the time you transferred your interest in the property):  
\_\_\_\_\_

8C. To whom did you transfer your interest in the entity? \_\_\_\_\_

**If you have additional interests in corporations or partnerships, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.**

**Schedule C – Interests in Non-Corporate Business Entities Doing Business with the Town**

Do you have an interest in any non-corporate business entity (a sole proprietorship) that did business with the Town during the reporting period?

\_\_\_\_\_ No (Go to Schedule D)

\_\_\_\_\_ Yes (If Yes, answer each question below. A separate Schedule C will be required for each business entity to be disclosed.)

1. Name and Address of the Principal office of the business entity?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

2. Is the interest (property) held directly by you or is it attributable to you?

\_\_\_\_\_ Directly (fee simple)

\_\_\_\_\_ Attributable (having direct or indirect control over a property or business interest held or owned by a family member or legal entity)

3. Do you hold the interest solely or is it jointly held with another?

\_\_\_\_\_ Solely      \_\_\_\_\_ Jointly (If Jointly, please answer questions 3A. & 3B. below)

3A. If jointly, the percentage of your joint interest: \_\_\_\_\_%

3B. Dollar value of your interest in the entity: \$ \_\_\_\_\_; or percentage of your interest in the entity: \_\_\_\_\_%

4. Are there any legal conditions or encumbrances that apply to your interest in the entity? (Example: mortgages, liens, contracts, options, etc.)

\_\_\_\_\_ No

\_\_\_\_\_ Yes, If yes give name of creditor: \_\_\_\_\_

5. Was any interest acquired during the reporting year?

\_\_\_\_\_ No

\_\_\_\_\_ Yes (If Yes, please answer questions 5A. – 5D. below)

5A. What month was the interest acquired? \_\_\_\_\_

5B. How was the interest in the entity acquired? (Example: purchase, gift, will, etc.)

\_\_\_\_\_

5C. From whom did you acquire the interest? \_\_\_\_\_

5D. What consideration was given when the interest was acquired? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value at the time you acquired your interest in the property) \_\_\_\_\_

6. Did you transfer any of your interest during the reporting period?

\_\_\_\_\_ No

\_\_\_\_\_ Yes (If Yes, please answer questions 6A. – 6C. below)

6A. What percentage of interest, if less than all, was transferred? \_\_\_\_\_%

6B. What consideration did you receive for the interest in the entity? (Dollar amount paid or if you received the property as a gift or inherited it, the fair market value and terms at the time you transferred your interest in the property): \_\_\_\_\_

6C. To whom did you transfer your interest in the entity? \_\_\_\_\_

**If you have additional interests in sole proprietorship(s) that did business with the Town during the reporting year, please use additional sheet(s) if necessary, and answer each of the above questions for each additional entry.**

**Schedule D – Gifts**

During the reporting period, did you receive any gift(s), directly or indirectly, in excess of a value of \$20 or a series of gifts from the same donor with a cumulative value of \$100 or more from a person or entity who: 1) did business with the Town; 2) engaged in an activity that was regulated or controlled by the Town; or 3) was a regulated lobbyist? Gifts received from a member of the official’s or employee’s immediate family, another child, or a parent of the individual, do not need to be disclosed.

\_\_\_\_\_ No (Go to Schedule E)

\_\_\_\_\_ Yes (If Yes, answer each question below. A separate Schedule D will be required for each gift.)

1. Who gave you the gift?

---

2. What was the nature of the gift? (Example: book, restaurant meal, theater tickets, book, etc.)

---

3. What was the value of the gift?

---

4. If the gift was given to someone else at your direction, list the identity of the recipient of the gift.

---

**Please use additional sheet(s), if necessary, for any additional entries.**

**Schedule E – Officers, Directorships, Salaried Employment and Similar Interests**

During the reporting period, did you or any member of your immediate family (spouse or dependent child) have any salaried employment or hold any office or directorship with an entity that did business with the Town?

\_\_\_\_\_ No (Go to Schedule F)

\_\_\_\_\_ Yes (If Yes, answer each question below. A separate Schedule E will be required for each disclosure.)

1. What is the name and address of the business entity?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

2. Who was the individual who held the position or interest listed above? (Example: yourself, spouse, dependent child)

\_\_\_\_\_ Self                      \_\_\_\_\_ Spouse                      \_\_\_\_\_ Dependent Child

2A. Name of spouse or dependent child: \_\_\_\_\_

3. What is the title of the office you, your spouse or dependent child held? (Example: limited partner, director, treasurer, chair of the board of trustees, etc.)

\_\_\_\_\_

4. What year did the position begin? \_\_\_\_\_

5. With what Town Department (i.e. Maintenance, Finance, Police, etc.) did the business entity do business?

\_\_\_\_\_

6. What was the nature of the business? (Example: regulated by the Town, registered under the lobbying law, or involved with sales and contracts with the Town)

\_\_\_\_\_

**If necessary, please use additional sheet(s) for any additional entries.**

**Schedule F – Debts You Owe**

During the reporting period, did you owe a debt (excluding a retail credit account) to a financial entity that did business with the Town? **[NOTE: If, on Schedule A, B or C you listed a financial entity that did business with the Town as the holder of your mortgage or other encumbrance, you must complete Schedule F with regard to that indebtedness.]**

\_\_\_\_\_ No (Go to Schedule G)

\_\_\_\_\_ Yes (If Yes, answer each question below. A separate Schedule F will be required for each debt to be disclosed.)

1. To whom did you owe the debt? (Do not include consumer credit debts)

\_\_\_\_\_

2. When was the debt incurred? \_\_\_\_\_

3. What is the interest rate of the debt? \_\_\_\_\_

4. What is the term of the debt (monthly, bimonthly or annually) \_\_\_\_\_

5. What was the amount of the debt as of the end of the reporting period. If debt existed during the reporting period but was paid in full at the end of the period, put \$0.  
\$ \_\_\_\_\_

6. Did the principal of the debt \_\_\_\_\_ increase or \_\_\_\_\_ decrease during the reporting period, and by how much? \$ \_\_\_\_\_

7. Was any security given for the debt?

\_\_\_\_\_ No

\_\_\_\_\_ Yes (If Yes, please state what type of security was given (home, car, boat, etc)

\_\_\_\_\_

8. If this is a transaction in which you were involved, but which resulted in a debt being owed by your spouse or dependent child, identify your spouse or child and describe the transaction. \_\_\_\_\_

**If necessary, please use additional sheet(s) for any additional entries.**

**Schedule G – Family Members Employed by the Town**

During the reporting period, were any members of your immediate family (spouse or dependent children) employed by the Town in any capacity?

\_\_\_\_\_ No (Go to Schedule H)

\_\_\_\_\_ Yes (If Yes, answer each question below. A separate Schedule G will be required for each member of the immediate family who is employed by the Town.)

1. What is the relation and name of the immediate family member employed by the Town?

\_\_\_\_\_

2. What is the name of the department that employed the member of your immediate family?

\_\_\_\_\_

3. What was the title of your immediate family member’s position in the Town during the reporting period?

\_\_\_\_\_

**If necessary, please use additional sheet(s) for any additional entries.**

**Schedule H – Employment/Business Ownership**

During the reporting period, did you or any member of your immediate family, receive any earned income ? Please note that your dependent child’s employment or business ownership does not need to be disclosed unless the place of employment or the business entity is subject to regulation or the authority of the Town or has contracts with the Town.

\_\_\_\_\_ No (Go to Schedule I)

\_\_\_\_\_ Yes (If yes, answer each question below. A separate Schedule H will be required for each member of the immediate family who had employment or ownership of a business entity.)

1. If, during the reporting period, you or a member of your immediate family had employment from which you or they earned income, list the relation, name, and address of the employment.

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

2. If, during the reporting period, you or a member of your immediate family wholly or partially owned any business entity from which income was earned, list the relation, name and address of the business entity.

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name of Business Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**If necessary, please use additional sheet(s) for any additional entries.**

