


**DISCLOSURE BY SPECIAL MUNICIPAL EMPLOYEE  
OF FINANCIAL INTEREST IN A MUNICIPAL CONTRACT  
AS REQUIRED BY G. L. c. 268A, § 20(d)**

<b>SPECIAL MUNICIPAL EMPLOYEE INFORMATION</b>	
<b>Name of special municipal employee:</b>	Victoria K. Choitz
Put an X beside one statement.	<p>I am a <b>special municipal employee</b> because:</p> <p><input type="checkbox"/> I am a selectman in a town with a population of 10,000 or fewer people;</p> <p><input checked="" type="checkbox"/> I am not a mayor, alderman or city councilor, and</p> <p><input checked="" type="checkbox"/> I serve in a municipal position for which <b>no compensation</b> is provided, or</p> <p><input type="checkbox"/> I earned <b>compensation for fewer than 800 hours</b> in the preceding 365-day period, or</p> <p><input type="checkbox"/> By the classification of my position by my municipal agency or by the terms of a contract or my conditions of employment, I am <b>permitted to have personal or private employment during normal business hours</b>.</p> <p><input type="checkbox"/> I work for a company or organization which has a contract with a municipal agency, and I am a <b>“key employee”</b> because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular, and the <b>contract states that I am a special municipal employee or indicates that I meet one of the three requirements listed above</b>.</p>
<b>Title/ Position</b>	Co-chair, Somerville Jobs Creation and Retention Trust Board
<b>Fill in this box if it applies to you.</b>	If you are a special municipal employee because a municipal agency has contracted with your company or organization, please provide the name and address of the company or organization.
<b>Municipal Agency/ Department:</b>	<b>This is “my Municipal Agency.”</b> <b>Somerville Economic Development Division of the Office of Strategic Planning and Community Development (OSPCD)</b>
<b>Agency Address:</b>	93 Highland Ave. Somerville, MA 02143
<b>Office phone:</b>	<a href="tel:6176256600">(617) 625-6600</a> x2515
<b>Office e-mail:</b>	<a href="mailto:economicdevelopment@somervillema.gov">economicdevelopment@somervillema.gov</a>
	<b>Check one:</b> <input type="checkbox"/> <b>Elected</b> or <input checked="" type="checkbox"/> <b>Non-elected</b>
<b>Starting date as a special municipal employee.</b>	January 2019
<b>BOX # 1</b>	<b>ELECTED SPECIAL MUNICIPAL EMPLOYEE</b>

<p>Select either <b>STATEMENT #1</b> or <b>STATEMENT #2</b>.</p> <p>Write an <b>X</b> by your financial interest.</p>	<p>I am an <b>elected special municipal employee</b>.</p> <p><input type="checkbox"/> <b>STATEMENT #1:</b> I had a financial interest in a contract made by a municipal agency <b>before</b> I was elected to a compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p><input type="checkbox"/> <b>STATEMENT #2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a contract made by a municipal agency is:</b></p> <p><input type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
<p><b>BOX #2</b></p> <p>Select either <b>STATEMENT #1</b> or <b>STATEMENT #2</b>.</p> <p>Write an <b>X</b> by your financial interest.</p>	<p><b>NON-ELECTED SPECIAL MUNICIPAL EMPLOYEE</b></p> <p>I am a <b>non-elected special municipal employee</b> (compensated or uncompensated).</p> <p><input type="checkbox"/> <b>STATEMENT #1:</b> I had a financial interest in a contract made by a municipal agency, other than an employment contract, <b>before</b> I took a non-elected, compensated special municipal employee position. I will continue to have this financial interest in a municipal contract.</p> <p><b>My financial interest in a contract made by a municipal agency is:</b></p> <p><input type="checkbox"/> A contract between a municipal agency and myself, but not an employment contract.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><b>OR</b></p> <p><input checked="" type="checkbox"/> <b>STATEMENT #2:</b> I will have a <b>new</b> financial interest in a contract made by a municipal agency.</p> <p><b>My financial interest in a contract made by a municipal agency is:</b></p> <p><input type="checkbox"/> A compensated, non-elected position with a municipal agency.</p> <p><input type="checkbox"/> A contract between a municipal agency and myself.</p> <p><input type="checkbox"/> A financial benefit or obligation because of a contract that a municipal agency has with another person or with a company or organization.</p> <p><input checked="" type="checkbox"/> Other work because a municipal agency has a contract with my company or organization and I am a "key employee" because the contract identifies me by name or it is otherwise clear that the municipal is contracting for my services in particular.</p>
	<p><b>FINANCIAL INTEREST IN A MUNICIPAL CONTRACT</b></p>
<p>Name and address of municipal agency that made the contract</p>	<p>This is the "contracting agency."</p> <p>Somerville Economic Development Division Office of Strategic Planning and Community Development (OSPCD) 93 Highland Ave. Somerville, MA 02143</p>
<p>Write an X to confirm this statement.</p>	<p><input checked="" type="checkbox"/> In my work as a special municipal employee for my Municipal Agency, <b>I participate in or have official responsibility for activities of the contracting agency.</b></p>
	<p><b>ANSWER THE QUESTION IN THIS BOX</b></p>

<b>FILL IN THIS BOX OR THE NEXT BOX</b>	<b>IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND YOU.</b> - Please explain what the contract is for.
	<b>ANSWER THE QUESTIONS IN THIS BOX IF THE CONTRACT IS BETWEEN THE MUNICIPAL AGENCY AND ANOTHER PERSON OR ENTITY</b> - Please identify the person or entity that has the contract with the municipal agency. Corporation for a Skilled Workforce (CSW) has the contract with the named municipal agency. - What is your relationship to the person or entity? I am an employee of CSW; I am the Director of the Trauma and Resilience at Work team. - What is the contract for? The contract is to provide trauma, mental health, and resilience training for workforce development practitioners in Somerville.
What is your financial interest in the municipal contract?	- Please explain the financial interest and include the dollar amount if you know it. I would be paid \$7,334.96 by CSW to provide training per this contract.
Date when you acquired the financial interest	I have not acquired the financial interest yet. The contract between CSW and the City of Somerville is pending signature.
What is the financial interest of your immediate family?	- Please explain the financial interest and include the dollar amount if you know it. n/a
Date when your immediate family acquired the financial interest	n/a
Employee signature:	
Date:	July 25, 2024

**SEE NEXT PAGE FOR APPROVAL  
BY CITY COUNCIL, BOARD OF ALDERMEN,  
BOARD OF SELECTMEN. TOWN COUNCIL,  
OR DISTRICT PRUDENTIAL COMMITTEE**

**APPROVAL OF EXEMPTION  
BY THE CITY COUNCIL, BOARD OF ALDERMEN, BOARD OF SELECTMEN,  
TOWN COUNCIL OR DISTRICT PRUDENTIAL COMMITTEE**

Name:	
Name of approving body:  <b>Write an X by one selection.</b>	<input type="checkbox"/> <b>City Council</b> <input type="checkbox"/> <b>Board of Aldermen</b> <input type="checkbox"/> <b>Board of Selectmen</b> <input type="checkbox"/> <b>Town Council</b> <input type="checkbox"/> <b>District Prudential Committee</b>
Title/ Position	
Agency Address:	
Office phone:	
<b>APPROVAL OF § 20(d) EXEMPTION</b>	
	<p>We have received a disclosure under G.L. c. 268A, § 20(d) from a special municipal employee who seeks to have a financial interest in a contract made by a municipal agency of this city or town. We understand that the special municipal employee participates in, or has official responsibility for, activities of the municipal agency that made the contract. We approve this exemption under § 20(d) regarding the financial interest identified by the special municipal employee.</p>
Signature:	On behalf of the Council, Board or Committee identified above, I sign this approval.
Date:	

**Attach additional pages if necessary.**

**File your completed, signed, approved Disclosure with the city or town clerk.**