



**TOWN OF MAYNARD**  
**OFFICE OF THE TOWN ADMINISTRATOR**

MUNICIPAL BUILDING  
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**Stephanie E. Duggan**  
*Assistant Town Administrator*  
*Human Resources Director*

**TO: New Municipal Employees**  
**FROM: Human Resources**  
**RE: Conflict of Interest, State Ethics Commission**

As you may or may not be aware, the Governor signed into law important changes to the State's Conflict of Interest Law and the State Ethics Commissions enabling act, the Acts of 2009 (the "Bill"). Among these changes are mandatory education and training requirements for public employees at every level of government, including the municipal level. The "Bill" requires that the Town Clerk of each municipality provide a summary of the Conflict of Interest and an acknowledgement of receipt form, not only to every municipal employee, but to "everyone who performs services for, or holds an office or position with, a state," or county, and on an annual basis thereafter. As a public employee in the Commonwealth of Massachusetts, you are required to comply with the state conflict of interest law, Massachusetts General Law Chapter 268A. Compliance with this law helps ensure that public employees serve the public with integrity.

Enclosed are both the written summary and the acknowledgement of receipt. **Please review the summary and sign the receipt form** and return it to me with your New Hire Paperwork.

Please also keep in mind that since you are a new employee/volunteer **you are required within 30 days of your employment/appointment to take both the Ethics Test.** To address this requirement, please complete the following online Massachusetts Online Conflict of Interest Law Training course within 30 days of this notice. You will be prompted to either sign in or register for the system and then you can take the test. You may save your completed certificate for your records, but there is no need to print it or to email it to me. The new system maintains the documents and alerts the Town Clerk.

Course access: <https://massethicstraining.skillburst.com/>

Thank you in advance for assisting the Clerk's Office in making sure that all Town Employees are in compliance with these laws.