



# TOWN OF LANCASTER

## OFFICE OF THE TOWN CLERK

Lisa J. Johnson  
Town Clerk

Amie C. Martin  
Assistant Town Clerk

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### Dear Municipal Employee or Elected/Appointed Town Official:

On July 1, 2009 Governor Patrick signed into law Chapter 28 of the Acts of 2009 (the "Bill") making changes to the state's conflict of interest law and the State Ethics Commission's enabling act. On September 29, 2009 portions of the Bill that relate to the conflict of interest law went into effect.

Each municipal employee and elected or appointed town official is required to sign a written acknowledgement that he/she has been provided with a summary of the bill and such written acknowledgement must be filed with the town clerk.

The Bill also adds a new Section 28 to the conflict of interest law, which provides that every "municipal employee shall, within 30 days after becoming such an employee, and every 2 years thereafter, complete the online training program. Upon completion of the online training program, the employee shall provide notice of such completion to be retained for 6 years" by the city/town clerk. Please use this link to locate the training program on the Massachusetts State Ethics Commission website:

[www.muniprogram.state.ma.us](http://www.muniprogram.state.ma.us)

Upon completion of the program, employees/officials **should print out the completion certificate**, keep a copy themselves and provide a copy to the town clerk.

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## ACKNOWLEDGEMENT OF RECEIPT

I, \_\_\_\_\_ hereby acknowledge that I have  
(please print first and last name)

received a copy of the Summary of the Conflict of Interest Law for Municipal Employees, Revised November 14, 2016, provided by the Town Clerk of Lancaster.

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Signature

Department/Title

Email Address

*Please sign and return, as required by state law, to the Lancaster Town Clerk.*

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