



Commonwealth of Massachusetts
Town of Wrentham
Office of the Town Clerk
79 South Street, Wrentham, MA 02093

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All Town Employees, Elected Officials and Committee Members

In accordance with Massachusetts General Law, Chapter 28 of the Acts of 2009, every year, between September and December, all Municipal Employees (**paid and unpaid**) shall be furnished with the "Conflict of Interest Law Summary". Within 10 days, an acknowledgement receipt must be filed with the Town Clerk. ***For employees who have access to e-mail, a read receipt will suffice as acknowledgement of receipt. If you DO NOT have access to e-mail, you must sign and return the acknowledgements of receipt at the back of this packet.***

[In this packet are links to the Conflict of Interest Law Summary and Open Meeting Law.](#)

Every State, County, and Municipal Employee must complete the Commission's on-line training program once every two years. New employees must complete the training program within 30 days of becoming such an employee and once every two years thereafter. A copy of the Certificate of Completion should be printed and filed with the Town Clerk. For those who have already completed the on-line training program, check your records to see if you are due to take the training once again.

If you have any questions or need assistance, contact our office.

Sincerely,

The Town Clerk's Office (Cindy & Ellen)

cthompson@wrentham.ma.us

ellen@wrentham.ma.us

Conflict of Interest Training

As a municipal employee, you are **required** to complete an on-line training program once every two years. The training is geared specifically to municipal employees. You may access the training at:

www.muniprogram.state.ma.us

Once you have completed the training, print out the receipt and submit to the Town Clerk's office (hard copy, e-mail, fax, or US mail).

Tips for completing the on-line training:

- Allow approximately 30-40 minutes for completion. This is a multiple choice test which you CANNOT fail. If you answer a question incorrectly, you will be allowed to try again until you choose the correct answer.
- The program was developed to work with Internet Explorer, Firefox or Safari. It is recommended that you do not use Google Chrome as some pages do not display properly.
- Pop-up blockers - Some information presented, such as the program Completion Certificate, is displayed using pop-up windows, therefore you must disable pop-up blockers.
- Program Freezes / Slow Downloads - You need to have a media flash player (such as Adobe Flash Player) downloaded to run the video segments.
- Print your Certificate of Completion - Print your Certificate of Completion and submit to Town Clerk. The Ethics Commission will not have any records to verify that you completed the program.
- Electronically Save the Certificate of Completion - To electronically save your Certificate of Completion, you must convert it to a .pdf and then save it to your computer or network.
- Obscured Text - If any text on a page is obscured, you may need to adjust your browser view setting.
- The training is fully narrated. There are directions on the screen how to mute the narrative if you wish to read the narration on the screen without the audio.

Summary of the Conflict of Interest Law for Municipal Employees

All city and town employees must be provided with this Summary of the Conflict of Interest Law for Municipal Employees within 30 days of hire or election, and then annually. All city and town employees are then required to acknowledge in writing that they received the summary.

This summary of the conflict of interest law, General Laws chapter 268A, is intended to help municipal employees understand how that law applies to them.

Click on the link below to review the Summary of the Conflict of Interest Law for Municipal Employees.

<https://www.mass.gov/service-details/summary-of-the-conflict-of-interest-law-for-municipal-employees>

IMPORTANT: If you DO NOT have e-mail, you must sign this acknowledgement receipt and return it to the Town Clerk's office.

**ACKNOWLEDGEMENT OF RECEIPT
Summary of the Conflict of Interest Law
for Municipal and School Employees**

I hereby acknowledge receipt of the Summary of Conflict of Interest Law for Municipal and School Employees under Mass. General Law, Chapter 268A, as prepared by the State Ethics Commission, revised May 10, 2013.

PRINT NAME: _____

SIGNATURE: _____

DEPARTMENT/BOARD/COMMITTEE/POSITION: _____

DATE: _____

TOWN

SCHOOL

Open Meeting Law

The democratic process depends on the public having knowledge about the considerations underlying governmental action. The Open Meeting Law therefore requires that most meetings of public bodies be held in public. If you have questions about the Open Meeting Law, you may contact the Division of Open Government at (617) 963-2540 or openmeeting@state.ma.us.

Certification

Within two weeks of a member's election or appointment or the taking of the oath of office, whichever occurs later, all members of public bodies must complete the attached Certificate of Receipt of Open Meeting Law Materials certifying that they have received these materials, and that they understand the requirements of the Open Meeting Law and the consequences of violating it. The certification must be retained where the public body maintains its official records. All public body members should familiarize themselves with the Open Meeting Law and the Attorney General's regulations.

In the event a Certificate has not yet been completed by a presently serving member of a public body, the member should complete and submit the Certificate at the earliest opportunity to be considered in compliance with the law.

Click here for the Attorney General's link to the Open Meeting Law:

<http://www.mass.gov/ago/government-resources/open-meeting-law/>

CERTIFICATE OF RECEIPT OF OPEN MEETING LAW MATERIALS

I, _____, who qualified as a member of the
(Name)
_____, on _____, certify pursuant
(Public Body) (Date)

to G.L. c. 30A, § 20(h) and 940 CMR 29.04, that I have received and reviewed copies of the following Open Meeting Law materials:

- 1) the Open Meeting Law, G.L. c. 30A, §§18-25;
- 2) the Attorney General's Regulations, 940 CMR 29.00–29.11;
- 3) the Attorney General's Open Meeting Law Guide, explaining the Open Meeting Law and its application; and
- 4) if applicable, a copy of each Open Meeting Law determination issued by the Attorney General within the last five (5) years to the public body of which I am a member and in which the Attorney General found a violation of the Open Meeting Law.

I have read and understand the requirements of the Open Meeting Law and the consequences of violating it. I further understand that the materials I have received may be revised or updated from time to time, and that I have a continuing obligation to implement any changes to the Open Meeting Law during my term of office.

(Name)

(Name of Public Body)

(Date)

Pursuant to G.L. c. 30A, § 20(h), an executed copy of this certificate shall be retained, according to the relevant records retention schedule, by the appointing authority, city or town clerk, or the executive director or other appropriate administrator of a state or regional body, or their designee.