

Dear Newly Elected and Appointed Municipal Employees:

The purpose of this email is to inform you of the mandatory education requirements pursuant to the conflict of interest law, G.L. c. 268A. There are two education requirements you need to satisfy within 30 days in order to comply with the conflict of interest law. Failure to complete Conflict of Interest Training within the 30 days is considered a Willful Refusal and a \$10,000.00 fine can be imposed by the Ethics Commission after an investigation. Below is an explanation of the requirements and the steps you must take to comply with the law.

1. The first provision requires that the Town distribute to you, and all town employees, a copy of the Summary of the Conflict of Interest Law for Municipal Employees. The summary is attached to this letter. **You are required to acknowledge receipt of the summary.** The last page of the summary contains an acknowledgment section which you can tear off, complete, and then mail or turn into the Town Clerks office.
2. The second provision of the mandatory education requires that you complete the Online Training Program available on the Ethics Commission's website at this link: <http://www.mass.gov/ethics/> and click on the Online Training link. Please review the instructions to make sure your computer settings will allow you to successfully complete the program. You will need to complete the online program for municipal employees, and you will need to submit your completion certificate to the Town Clerk. Note that the only way to verify that you have completed the Online Training program is with this completion certificate. If you neglect to print it, you will have to complete the program again. If you do not have access to a computer, please contact the Huntington Selectboard office at 667-3500 to make an appointment.

Thank you for your cooperation and attention to this important matter. Please contact me if you should have any questions. Otherwise, I look forward to receiving your compliance records as soon as possible.

Thanks,

John McVeigh
Conflict of Interest Liaison