



TOWN OF HAMILTON  
P.O. Box 429  
Hamilton MA 01936  
978-468-5570 X3  
*Andrea J. Carlson, Town Clerk*

1. **Summary of the Conflict of Interest Law for Municipal Employees:** As of April 2, 2010, all town employees and board/committee members must annually be provided with a Summary of the Conflict of Interest Law (attached). Every municipal employee and committee/board member is required to submit to the Town Clerk's Office the written acknowledgement of receipt found below.
2. **State Ethics Exam/Training:** Every two years, all municipal employees including committee/board members must complete this online training. Employees and Committee/Board members are required to provide a copy of the completion certificate generated at the end of the online training program to the Town Clerk's Office. The website address for the exam is: [www.muniproq.eth.state.ma.us](http://www.muniproq.eth.state.ma.us)

You should allow between 15 and 30 minutes to complete this training. Upon completion of the program, employees/committee/board members must print out the completion certificate, keep a copy for themselves, and provide a copy to the Town Clerk's Office. Please have this in by January 31, 2018

### **ACKNOWLEDGMENT OF RECEIPT**

I hereby acknowledge that I have received a copy of the Summary of the Conflict of Interest Law for Municipal Employees or Committees and Boards for the Town of Hamilton. I have also done the online training for 2018 and attached the certificate.

Name :( print) \_\_\_\_\_

Dept. /Committee: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return directly to the Town Clerk's Office. Alternatively, you may send this form and Certificate back by e-mail to the Town Clerk at [acarlson@hamiltonma.gov](mailto:acarlson@hamiltonma.gov)

*The Ethics Commission defines MUNICIPAL EMPLOYEE as: a person performing services for or holding an office, position, employment or membership in a municipal agency, whether by election, appointment, contract or engagement, whether serving with or without compensation, on a full or part time, intermittent or consultant basis.*