



*Town of Swampscott*  
OFFICE OF THE  
*Town Clerk*  
22 Monument Avenue  
Swampscott, Massachusetts 01907-1940

Town Clerk  
Jared H. LaLiberte

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Dear New Town of Swampscott/Swampscott Public School Employee:

On July 1, 2009, Governor Patrick signed into law Chapter 28 of the Acts of 2009 (the Bill), which made important changes to G.L. c. 268A and c. 268B, the state's conflict of interest law and the State Ethics Commission's enabling act. Among those changes are new mandatory education and training requirements for public employees at every level of government, including the municipal level. Anyone performing services for the Town or holding a municipal position whether paid or unpaid, including full and part time municipal employees, elected officials, volunteers, and consultants is a municipal employee under the conflict of interest law.

All new municipal employees must sign a written acknowledgement of the Summary of the Conflict of Interest Law, please see attached, and it must be returned with their new hire paperwork. In addition, within 30 days of hire, employees **must** complete an online ethics training program, and provide the Town Clerk with the completion certificate. All employees will be required to re-certify every 2 years.

To access the online training program please visit the State Ethics Commission's website at [www.mass.gov/ethics](http://www.mass.gov/ethics). Once at the site, click on "Mandatory Training Requirements", and then select Online Training Program.

If you do not have access to a computer, please let me know so other arrangements may be made for you to take the training. If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

Jared H. LaLiberte  
Town Clerk