



COMMONWEALTH OF MASSACHUSETTS

Town of Southwick

Office of the Treasurer, Tax Collector, & Town Clerk

454 COLLEGE HIGHWAY, SOUTHWICK, MA 01077

Telephone (413) 569-5504

Fax (413) 569-0667

Web site – www.southwickma.org – email address – treasurer@southwickma.net

Michelle L. Hill

Treasurer, Tax Collector & Town Clerk

Pauline M. Cebula

Asst Treasurer, Tax Collector & Town Clerk

To: Town Employees and Boards/Committee Members

From: Michelle L. Hill, Town Clerk

Re: Amendments to the Open Meeting Law and Annual Ethics Law Requirements- FY 2011

You are a member of town government for the Town of Southwick, a public body subject to the Open Meeting Law (OML). Recent amendments to the OML require that the Town of Southwick provide you with a copy of (1) the OML (2) regulations promulgated by the Attorney General's Office to implement the OML, and (3) the AGO's Open Meeting Law Guide (July 1, 2010).

I have read and understand the requirements of the Open Meeting Law and the consequences for 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 in the Open Meeting Law during my term of office.

Name

Date

Pursuant to G.L. c. 30A § 20 (g), 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.

Governor Patrick signed into law Chapter 28 of the Acts of 2009, which made important changes to General Law 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.

In accordance with Section 101 of the Bill, every state, county, and municipal employee be provided a "summary of the conflict of interest law for municipal employees" prepared by the state ethics commission and to file a written acknowledgement with the Town Clerk by **annually**.

The materials attached are also available on the website... <http://www.mass.gov/ago/openmeeting>
And <http://www.mass.gov/ethics>

I, _____, on board/committee/department _____ hereby acknowledge that I received a copy of the summary of the conflict of interest law to municipal employees on _____.

Pursuant to G.L. c. 268A § 27, an executed copy of this certificate shall be retained annually, 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.