



Roxann D. Wedegartner  
Mayor

City of  
**GREENFIELD, MASSACHUSETTS**

**OFFICE OF THE CITY CLERK**

**KATHRYN J. SCOTT**  
City Clerk

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January 24, 2020

To all City of Greenfield Employees and Board Members,

State law requires the City distribute the "Conflict of Interest Laws" on an annual basis to all employees.

City Employees do not have to be full-time paid employees to be considered a municipal employee for conflict of interest purposes. Anyone performing service for a city or town, or holding a municipal position, whether paid or unpaid, including full and part-time municipal employees, elected/appointed officials, volunteers, and consultants, is a municipal employee under the Conflict of Interest Law.

Attached, you will find the most recent version of the Massachusetts Conflict of Interest Law. Please print a copy for each employee and board/commission member.

**The "Acknowledgement Receipt" found on the back page of the Conflict of Interest Summary must be completed and signed by each individual. Acknowledgement Receipts must be forwarded to the City Clerk's office no later than February 21, 2020.**

The State Ethics Commission mandates each employee, or board/commission member take a training program and print a certificate on all even years. Therefore, **EVERYONE IS REQUIRED** to participate in the Ethics training program for 2020.

The "**Conflict of Interest Ethics Training Program**" for municipal employees can be found at: [www.muniprogram.eth.state.ma.us](http://www.muniprogram.eth.state.ma.us) the program can also be accessed through the State Ethics Commission website at [www.mass.gov/ethics](http://www.mass.gov/ethics) by clicking the online training module located in the center of the homepage. Print out the "**Certificate of Completion**" and submit a hard copy to the City Clerk's Office by Friday, February 21, 2020.

If you have any questions or concerns, please feel free to contact the office.

Thank you.

Kathryn J. Scott, City Clerk  
Geneva Bickford, Assistant City Clerk