

**New Employees and Town appointed and elected officials:**

1. Sign and date a "Swear In" form (forms and information contained in this section)
2. Sign and date Certificate of Receipt of Open Meeting Law Materials
3. Sign and date Acknowledgement of Receipt of Conflict-of-Interest Law
4. Complete ethics training via the [link https://www.mass.gov/complete-conflict-of-interest-law-training-and-summaries](https://www.mass.gov/complete-conflict-of-interest-law-training-and-summaries)

Deliver all documents and Certificate of ethics completion to Town Clerk.

Any questions or concerns, contact the Town Clerk