

MEMORANDUM

FROM: Jayne Marie Davolio, Town Clerk

RE: State Ethics Summary

Calendar Year 2016

Every January the Conflict of Interest Law Summary must be reviewed by all employees. The attached acknowledgement notice must be returned to the Town Clerk within Ten (10) days.

Please find the Conflict of Interest Law summary under the State Ethics tab on the Town Clerk's website page @ www.millbury-ma.org.

Thank you for your anticipated cooperation.

Very truly yours,



Jayne Marie Davolio
Town Clerk

ACKNOWLEDGMENT NOTICE

To: All Public Employees

From: Jayne Marie Davolio, Town Clerk

Re: Conflict of Interest Law

I acknowledge that I have reviewed the Conflict of Interest Law Summary for municipal employees.

Please sign and return this acknowledgment notice to the Town Clerk's Office within Ten (10) Business Days.

Employee Signature:

Date:

Printed Name:

Telephone #

Address:

City/State:

Position

Office/School/Commission