



TOWN OF PRINCETON

6 TOWN HALL DRIVE
PRINCETON, MA 01541

OFFICE OF THE TOWN CLERK

Phone: (978) 464-2103

Fax: (978) 464-2106

Email: townclerk@town.princeton.ma.us

Hours: Mon-Wed 8am-4pm

Thursday 8am-2pm

Website: www.town.princeton.ma.us

Board/Committee/Commission Requirements

Open Meeting Law and Ethics materials are required by Mass General Law to be distributed to **all** elected and appointed Municipal employees. The Town of Princeton also requires the receipt of the Town's Anti-discrimination policy. All information is available online and the web addresses are listed below. Please review and complete the action items prior to being sworn in.

All Appointees:

OPEN MEETING LAW REVIEW

- Visit <https://www.mass.gov/service-details/complete-public-body-member-certification>
- After review of the material, please sign the Certification Form and **return it to the Town Clerk's office within 2 weeks.**

STATE ETHICS / CONFLICT OF INTEREST TRAINING AND ACKNOWLEDGMENT

- Visit the website: <https://massethicstraining.skillburst.com>
- You will be prompted to enter your name and email address. Please select Princeton as your agency/organization.
- You will then receive an email to create a login.
- Upon logging in for the first time, there will be two courses assigned to you, the conflict-of-interest training, and the code of ethics acknowledgement for municipal employees. Please complete both within 30 days.
- There is no need to print out the completed certificate and acknowledgement. As the local administrator for the State Ethics program in Princeton, I will be able to go into the program and monitor compliance. After 30 days, reminders will be sent as needed.

First time Appointees:

PRINCETON'S ANTI-DISCRIMINATION POLICY.

- Document is available on town website, www.town.princeton.ma.us, under the Personnel Board page or visit the direct link below:
- https://www.town.princeton.ma.us/sites/g/files/vyhlf4891/f/uploads/anti-discrimination_policy_-_board_-_committee_-_commissions.pdf

- After review, please sign the Employee Confirmation Receipt under “Anti-discrimination Policy- Board/Committee/ Commissions” and **return completed form to my office within 2 weeks.**

Completed forms for the Open Meeting Law Review and Princeton’s Anti-Discrimination Policy may be scanned and emailed to me, returned by mail, or dropped off at my office. If you have any questions or need assistance, please contact me.

Sincerely,

Alissa Horsung
Town Clerk
Princeton MA 01541
Ph. (978) 464-2103
Fx. (978) 464-2106