



**Executive Board Meeting  
Northborough Senior Center  
119 Bearfoot Road  
Northborough, MA 01532  
Tuesday, December 1, 2015 ~ 10:00 AM**

10:00 A.M.

Secretary's Report – Danielle Sicard  
Report/Vote on September 30, 2015 E-Board Minutes

Treasurer's Report – Robert Cutler

President's Report – Andrew Dowd

- Lobbyist – potential future partnership w/City Clerks Association
- SOC – strengthening our relationship

1<sup>st</sup> Vice President – Jeremy Gillis

- PSA Campaign for the upcoming 2016 Election Season
- MTCA Twitter Account

2<sup>nd</sup> Vice President – Marie Ryan

Past President – Nancy Blackmer

Conference Registrar/Certification Administrator – Barbara L. LaBombard

Committee Reports

- Legislative Committee – Robert Cutler
- Mentoring Program – Dottie Powers/Tara Morrison
- CVR – Andy Dowd & Debbie Dami
- Social Secretary Report – Tara Morrison
- Bylaw Committee – Marie Ryan

Old Business –

New Business –

Adjournment

# MTCA EXECUTIVE BOARD MEETING



**SEPTEMBER 30, 2015**  
**Springfield Conference - 10 AM**

Minutes Approved on: DRAFT

<b>MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD</b>		
	<b>Attendance:</b>	<b>Present</b>
<b>PRESIDENT</b>	<b>ANDREW DOWD</b>	✓
<b>1<sup>ST</sup> VICE PRESIDENT</b>	<b>JEREMY P GILLIS</b>	✓
<b>2<sup>ND</sup> VICE PRESIDENT</b>	<b>MARIE RYAN</b>	✓
<b>TREASURER</b>	<b>ROBERT CUTLER</b>	✓
<b>SECRETARY</b>	<b>DANIELLE SICARD</b>	✓
<b>EXECUTIVE BOARD 2016</b>	<b>JOYCE GREEN</b>	✓
<b>EXECUTIVE BOARD 2016</b>	<b>BEVERLY LITCHFIELD</b>	✓
<b>EXECUTIVE BOARD 2016</b>	<b>TARA MORRISON</b>	
<b>EXECUTIVE BOARD 2017</b>	<b>ANN DUNNE</b>	
<b>EXECUTIVE BOARD 2017</b>	<b>ROBIN PHELAN</b>	
<b>EXECUTIVE BOARD 2017</b>	<b>DOTTIE POWERS</b>	
<b>EXECUTIVE BOARD 2018</b>	<b>DEBORAH DAMI</b>	✓
<b>EXECUTIVE BOARD 2018</b>	<b>ELIZABETH GREENDALE</b>	✓
<b>EXECUTIVE BOARD 2018</b>	<b>NANCY TALBOT</b>	✓
<b>PAST PRESIDENT</b>	<b>NANCY BLACKMER</b>	✓
<b>EDITOR</b>	<b>NANCY BURNHAM</b>	✓
<b>EDUCATION CHAIR</b>	<b>JACQUELINE BROWN</b>	
<b>CONFERENCE ADMINISTRATOR</b>		
<b>CERTIFICATION ADMINISTRATOR</b>	<b>BARBARA LABOMBARD</b>	✓
<b>ASSISTANT TREASURER</b>	<b>LYNN SIBLEY</b>	

- A quorum of voting members being present, President Dowd called the meeting to order at 10:19 AM.

## **Secretary's Report – Danielle Sicard**

Approval of Minutes from the Executive Board Meeting on August 4, 2015 at Northborough Senior Center were presented by Secretary Danielle Sicard.

**ACTION TAKEN: On a motion by 1<sup>st</sup> VP Jeremy Gillis, seconded by Member Nancy Talbot, the minutes from August 4, 2015, were unanimously approved as written/presented.**

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## **Presidents Report – Andy Dowd**

**Public Recorder:** President Dowd expressed some concern that the monthly (10 times a year) that we publish the Recorder was too frequently. Editor Nancy Burnham agreed that obtaining information on a monthly basis is a struggle as some months there just isn't material to be published. Nancy Burnham indicated that we are no longer mailing the Public Recorder to members and that mailings are only sent to a few vendors upon request and IIMC. She reminded the Board that in reviewing our policies around this we need to keep in mind what we are charging our vendors for advertising packages. Quarterly was recommended but this would need to go before the Bylaw Review Committee.

President Dowd sent this issue to our By-law Review Committee to consider recommending changes to our bylaws that would allow us to reduce the number of publications. He reinforced that until that time we will continue as we are now and as outlined in our by-laws. Secretary Sicard recommended that maybe we could ask members to help by submitting items that could feature or highlight something they are doing and would like to share with other members.

President Dowd told the membership that Amy Warfield, Communications Committee Member would like to request an expenditure of \$60 to allow her to send out a survey monkey to the entire membership to help provide feedback and direction for changes to our website.

**ACTION TAKEN: On a motion by 1<sup>st</sup> VP Jeremy Gillis, seconded by Member Nancy Talbot, the membership authorized the expenditure of \$60 to pay for a Survey to provide feedback on possible updates on our website which was unanimously approved.**

## **1<sup>st</sup> VP Report – Jeremy P. Gillis**

1<sup>st</sup> VP Gills reported that we have 16 vendors and 19 tables for this Springfield conference with an increase in revenue approximately \$1,000 over last year. He also reported approving scholarships just under \$700 which is \$300 less than scholarships provided last year at this conference.

## **2<sup>nd</sup> VP Report – Marie Ryan**

2<sup>nd</sup> VP Ryan stated that the attendance is at a record high for our fall conference here in Springfield. 2<sup>nd</sup> VP Ryan mentioned that she made an effort to send out materials about this conference ahead of time. Members at the meeting expressed their thanks to 2<sup>nd</sup> VP Ryan for her proactive approach to conference communications, indicating that having wi-fi, parking and class maps available are important tools and her efforts are appreciated.

Members asked if we would be going to Springfield for our fall conference next year could we try to time it not during the same week as the Big-E. 2<sup>nd</sup> VP Ryan indicated that we have already booked the conference here in Springfield for next year.

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## **Treasurer's Report – Robert Cutler**

Treasurer Robert Cutler presented a report for the Actual vs Budget for the current budget year. He stated that we are ahead on dues for this fiscal year to date and that we have had 40 communities take advantage of the our new associate membership.

**ACTION TAKEN: On a motion by 1<sup>st</sup> VP Jeremy Gillis, seconded by Member Nancy Talbot, the income of \$3621.54 received by the MCCA for a break in Sea Crest to be changed from line item 3800 to line item 3120 was voted unanimously.**

## **Past President Report– Nancy Blackmer**

Past President Blackmer had no report to present.

## **Conference Registrar / Certification Administrator Report– Barbara L. LaBombard**

Barbara LaBombard reported that we have 207 registrations for this Springfield conference where last year we had 190. She also reported a deposit of \$18,223 as of today. Barbara also expressed her satisfaction with processing registrations with meals separate.

President Dowd offered his appreciation to Barbara for all of her hard work. The membership agreed that what she does is a lot of work and deserves recognition.

## **COMMITTEE REPORTS**

### **Legislative Committee – Robert Cutler**

Treasurer and Legislative Chair Cutler discussed the following legislative items:

- Public Records Changes: Treasurer Cutler stated that the legislative committee discussed this issue and recommended that we stay the course on this.
- Vitals Trust Fund: The legislative committee has put together some proposed language as asked by the Executive Board at their last meeting. Below is the draft language presented to the Board. Thanks is given to Member Nancy Talbot and Diane Packer, Legislative Committee Member for their work on this draft language. The draft is the legislative committees attempt to get into a conversation for discussion purposes around this issue.

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Treasurer and Legislative Chair Cutler recommended that President Dowd, 1<sup>st</sup> VP Gillis and himself meeting with Tom Joyce, Legislative Agent, to discuss how to handle moving forward and having conversations with Representatives handling this bill.

Treasurer and Legislative Chair Cutler asked if the Board could live with this language as a compromise. The majority of the Board indicated that they felt it was a good compromise even though they recognize that there are concerns around this issue for many clerks. It was discussed that the draft language and the Executives Boards position on it were in the beginning stages and should not be distributed to the membership to allow for some time to continue the discussion.

## **VITAL TRUST FUND PROPOSED LEGISLATION**

*All vital records issued in the Commonwealth of Massachusetts shall be uniform, consistent and standardized when issued by a Municipality or the State Registry of Vital Records.*

*Effective on (date to be inserted), the fee for a certified copy of any record issued will be as follows:*

*\$20.00 for the 1<sup>st</sup> copy of any vital record produced, of which \$5.00 will be collected to establish and support a Vitals Trust Fund and will be payable to the Commonwealth of Massachusetts Registry of Vital Records by all Municipalities for the 1<sup>st</sup> copy of any records produced. The remaining money collected in the amount of \$15.00 will be retained by each Municipality.*

*Additional copies of the same record when issued at the same time will be \$15.00 with no additional surcharge applied.*

*This fee of \$5.00 will be used to help support the electronic records system established by the Commonwealth, including but not limited to provide customer service support via telephone or electronically to all Municipalities during regularly scheduled business hours.*

*Additionally, within two (2) years of the passage of this law, any vital record established and recorded by the Commonwealth of Massachusetts - Registry of Vital Records shall be available at any Municipal clerk's office within the Commonwealth.*

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- Publication of By-law Changes: At the request of the Attorney General's Office the Legislative Committee has drafted the following language for changes that will allow towns to utilize their website instead of newspapers to comply with notifications required to publish ZBA or General By-Law changes. This would allow for local acceptance AND legislation guidelines in the absence of local acceptance.

Proposed Legislation for the 190<sup>th</sup> Session of the General Court Relative to Changes to By-Laws.

*PROPOSED LANGUAGE:*

*"SECTION 1. Chapter 40A, Section 5 of the General Laws is hereby amended by adding the following language located in the middle of paragraph two after 'shall be published "...on a municipal website or" and also adding "on the municipal website" after publication in a newspaper.*

*SECTION 2. Chapter 40, Section 32 of the General Laws is hereby amended by adding the language "or posted for a period of no less than fourteen days on the town's municipal website." located in the bottom half of the section after 'newspaper of general circulation in the town.'; and by adding the following language "or posting on the town's municipal website," after 'or publishing in one or more newspapers,';*

*SECTION 3. Majority vote of the City Council or Board of Selectmen is required for a municipality to adopt this alternative method of publication. Upon adoption by the municipality, the municipal clerk shall file with the Office of the Attorney General written notice of adoption of the alternative method of publication.*

*SECTION 4. This act shall take effect upon passage."*

Treasurer and Legislative Chair Cutler mentioned that there is discussion about changing the September 2016 primary from the 8<sup>th</sup> to the 20<sup>th</sup> along with other dates. He indicated that Massachusetts needs to look at the timeframe for its State Primary in order to comply with Federal laws in regards to sending out UOCAVA ballots for the State Election in November. He recommended possible legislative initiatives for the timing of the Primary as well as the 8pm voter registration deadline.

Member Dami who was unable to attend the August 2015 Board meeting wanted to further explain her reasoning behind wanting the Associations support of Bill 3546 (Collection of Fines). Member Dami explained that this legislation would have outstanding by-law violations attached to the RMV non renewal system. She indicated that many towns have an extensive amount of uncollected money that is lost. The Board took no further action on this matter.

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## **CVR User Group – Andy Dowd & Deborah Dami**

E-Board member Dami said that some communities wanted a way to print labels for unenrolled voters as they wanted to notify them that they would be able to choose a ballot. The State indicated that the system is able to provide that information that could be exported to excel and then sorted and printed. She also reported that everything seems to be going very well with the OVR system. It was noted that there are still concerns with how the VRIS connects with the RMV system that our memberships continues to discuss.

## **Social Secretary Report – Tara Morrison**

Member Morrison was not in attendance for this meeting but sent an email with information to President Dowd who reported that the following cards had been sent on behalf of the Association since our August Meeting:

- Kim Hopewell (West Boylston) –Get Well

## **Mentoring Program – Dottie Powers / Tara Morrison**

Member Powers was not in attendance and no report was presented.

## **Old Business –**

**Clerk of the Year** -- Member Dami reported that the Clerk of the Year process will begin in January. In addition to advertising in the Beacon they hope to send out information to all Town Managers by utilizing their DLS Gateway to obtain their contact information.

## **New Business—**

**ByLaw Review Committee** – President Dowd indicated that our new Associate member category caused some confusion in regards to whether an assistant that isn't an associate member was able to attend a conference. President Dowd indicated that he believes it was our intent to add the category but not to restrict attendance based on their membership and that perhaps when we added the category we eliminated some wording that provided clarity. He asked that the By-law review committee take a look at this section and recommend changes to reduce this confusion.

**NEMCI Basket Raffle**—President Dowd explained that he was approached by 2<sup>nd</sup> year NEMCI students who were interested in conducting a raffle for their class at our Springfield conference. He told the Executive Board that he had discussed this with Ann Quirk, the fundraising chair for the 2016 NEACTC Conference who indicated she didn't have a problem with it and that based on that he gave them permission to conduct their raffle. After a mass yahoo communication from the NEMCI class about their raffle in advance of the conference several members expressed some concern to President Dowd. The Executive Board didn't seem to have a major issue with allowing it but indicated that after seeing how this one goes and whether or not it impacted the 2016 Conference fundraising efforts they would re-evaluate it for the future.

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**Treasurer work load**—President Dowd asked the Members if there was a need to divide some of the responsibilities of the Treasurer. Treasurer Cutler indicated that although there are times where he is busier than others that this could be handled by utilizing the Assistant Treasurer.

**President Dowd asked if there were any other items to be discussed, seeing none, motion made by 1<sup>st</sup> VP Gillis and seconded by 2<sup>nd</sup> VP Ryan to adjourn. Meeting was adjourned at 11:58 PM.**

Respectfully Submitted:

Danielle M Sicard, CMMC/CMC

MTCA Secretary



Massachusetts Town Clerk's Association  
Budget vs. Actual as of November 24, 2015

**INCOME**

		Budget	Actual
3100 - Conference Revenue			
3110 - Registration	\$30,000.00		\$10,550.00
3120 - Meals	\$25,000.00		\$11,099.00
3140 - Vendor Income	<u>\$10,000.00</u>		\$5,484.00
Total Conference Revenue		\$65,000.00	
3200 - Certification Revenue		\$1,500.00	\$290.00
3300 - Scholarship Donations		\$6,000.00	
3400 - Public Recorder Ads		\$3,000.00	\$3,450.00
3500 - Media Stipends/AP/Educ		\$5,000.00	
3600 - Dues/Public Recorder		23,000.00	\$22,720.00
3700 - Interest Income (Bank Account)		\$200.00	\$10.94
3800 - MISC (Mkting/Sundries)		\$500.00	\$3,621.54
Cash Transfer from Reserves		<u>\$0.00</u>	
<b>TOTAL INCOME</b>		<b>\$104,200.00</b>	<b>\$57,225.48</b>

**EXPENSE**

5000 - President Expenses		\$1,200.00	
5100 - Secretary Expense			
5200 - Treasurer Expenses		\$150.00	\$15.00
5300 - Lobbyist Expenses			
5301 - Lobbyist Salary	\$30,750.00		\$12,812.50
5302 - Lobbyist Expenses			
5303 - Lobbyist Reg Fee	<u>\$109.00</u>		
Total Lobbyist Expense		\$30,859.00	
5400 - Scholarship Expenses			
5401 - NEMCI Exp (outside sources)	\$6,000.00		
5402 - NEMCI Exp (MTCA)	\$3,000.00		
5403 - MTCA Conference Scholarships	<u>\$4,000.00</u>		\$271.00
5404-Donation to Hartford IIMC 2015			
Total Scholarship Expenses		\$13,000.00	
5500 - Legislative Committee Expenses		\$250.00	
5600 - Certification Expenses			
5601 - Administrator Stipend	\$750.00		\$227.50
5602 - Certification Expenses	<u>\$300.00</u>		\$105.97

Massachusetts Town Clerk's Association  
Budget vs. Actual as of November 24, 2015

Total Certification Expenses		\$1,050.00	
5700 - Conference Expenses			
5701 - Printing Brochures/Program	\$850.00		\$360.22
5702 - Conference Deposits	\$10,000.00		
5703 - Postage / Brochure Mailing	\$41.00		
5705 - Entertainment	\$750.00		
5706 - Speakers / Education	\$5,000.00		
5707 - Conference Hotel / Meals	\$32,000.00		\$22,247.28
5708 - NE Conference (2016)	\$1,000.00		
5709 - Misc Conference Expense	\$250.00		
5710 - Printing / Copying	\$200.00		
Total Conference Expenses		\$50,091.00	
5800 - Executive Board Meetings/Lunches		\$1,000.00	
5900 - Communications/Public Recorder			
5901 - Stipend / Editor	\$1,100.00		
5902 - Postage	\$100.00		
5903 - Printing			
5904 - Web Update	\$2,000.00		
Total Public Recorder Expense		\$3,200.00	
6000 - Auditor			
6001 - Annual Audit	\$850.00		\$850.00
6002 - Annual Tax Returns	\$850.00		\$850.00
Total Auditor Expense		\$1,700.00	
6100 - Marketing / Name Badges		\$500.00	
6200 - Miscellaneous Expenses			
6201 - Gifts/Memorials/Flowers	\$750.00		
6202 - NEMCI Graduation Gifts	\$300.00		\$70.00
6203 - Miscellaneous	\$250.00		
Total Miscellaneous Expense		\$1,300.00	
<b>TOTAL EXPENSE</b>		<b>\$104,300.00</b>	<b>\$37,809.47</b>

Checking account balance      \$24,073.95

Money Market account balance      \$32,097.16

# THE MASSACHUSETTS TOWN CLERKS' ASSOCIATION REMINDS YOU TO #KNOWBEFOREYOU GO



[CHECK YOUR VOTER  
REGISTRATION STATUS](#)



[CHECK YOUR POLLING  
LOCATION](#)



[REGISTER TO VOTE  
ONLINE](#)



[APPLY FOR AN ABSENTEE  
BALLOT](#)



[CHECK THE STATUS OF MY  
ABSENTEE BALLOT](#)



[PRIMARY VOTING:  
WHAT BALLOT CAN I TAKE?](#)

## 2016 ELECTION DATES\*

ELECTION	DAY OF ELECTION	DEADLINE TO REGISTER
Presidential Primary	Tuesday, March 01, 2016	Wednesday, February 10, 2016
State Primary	<b>Thursday, September 08, 2016</b>	Friday, August 19, 2016
Presidential Election	Tuesday, November 08, 2016	Wednesday, October 19, 2016

\*CHECK WITH YOUR LOCAL ELECTION OFFICIAL FOR ANY LOCAL ELECTIONS

## **Registration Deadlines**

In order to vote you must be registered:

- 20 days prior to all primaries and elections, and/or
- 10 days before a Special Town Meeting.
- When a voter registration date falls on a weekend or holiday, the deadline falls back to previous workday