



**Executive Board Meeting  
Devens Common Center  
Wednesday, February 3, 2016 ~ 10:00 AM**

Secretary's Report – Danielle Sicard  
Report/Vote on December 1, 2015 E-Board Minutes

Treasurer's Report – Robert Cutler

President's Report – Andrew Dowd  
Yahoo Group – Bob, request to gain control

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

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
  - New Eboard Rep?
- Social Secretary Report – Tara Morrison
- Bylaw Committee – Marie Ryan

MMCARP/Simmons Archival Records Program - State funding request.  
Kaari Tari and Amy Warfield

Old Business –

New Business –

Adjournment

# MTCA EXECUTIVE BOARD MEETING



**DECEMBER 1, 2015**  
**Northborough Senior Center - 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 SHAW</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 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 10:03 AM.

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

Minutes from the Executive Board Meeting on September 30, 2015 at the Springfield Conference were presented by Secretary Danielle Sicard.

**ACTION TAKEN: On a motion by 1<sup>st</sup> VP Jeremy Gillis, seconded by Member Elizabeth Greendale, the minutes from September 30, 2015, were unanimously approved as written/presented.**

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## Treasurer's Report – Andy Dowd

Treasurer Robert Cutler was not present at the meeting but President Dowd provided the members with the Budget verses Actual through November 24, 2015. 1<sup>st</sup> VP Jeremy Gillis pointed out that the income of \$3,621.54 received by the MCCA for a break in Sea Crest needs to be changed from line item 3800 to line item 3120 as voted at the September 30<sup>th</sup> meeting. President Dowd will direct Treasurer Robert Cutler to make such change.

**ACTION TAKEN:** On a motion by Member Nancy Talbot, seconded by 1<sup>st</sup> VP Jeremy Gillis, to approve the Treasurer's report as amended was voted unanimously.

## President's Report – Andy Dowd

**Retirements:** President Dowd reported that he has attended the retirement ceremonies for Deborah Pellegrini, Franklin Town Clerk and Sarah George, Middleton Town Clerk recently. He indicated that both retirees expressed their appreciation for the Clock gift from the Association. He noted that Denise MacAloney, Town Clerk in Westminster has recently announced she will be retiring.

**Lobbyist:** President Dowd told the Members that while attending the State House with Lisa Thomas, City Clerks Association President that they discussed and agreed that the City Clerk's Association also benefits from the MTCA's Lobbyists efforts and they may be interested in contributing and working with us in the future with lobbyist costs / initiatives.

**Secretary of State:** In an effort to strengthen the relationship with the SOC office, President Dowd is planning on asking the Secretary of the State to administer the Oath of Office for the incoming officers at the 2016 NEACTC Conference being held in Boston in 2016. It is common practice to have SOC attend and administer the oath. It would be our hope that he would attend but feel that it is important to invite him even if we don't believe he will accept the invitation prior to finding an alternative option.

**Wednesday Class for Winter Conference:** President Dowd asked 1<sup>st</sup> VP Jeremy Gillis to describe a class idea he has been working on called Safety in the Municipal Work Place. 1<sup>st</sup> VP Jeremy Gillis has received notice that the class has been approved by IIMC. He indicated he should hear within the week the number of points that will be approved by IIMC for the course participants. 1<sup>st</sup> VP Jeremy Gillis was given support by the Board to move forward with this as our Wednesday class at Deven's in February.

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

**PSA Campaign for 2016 Election Season:** 1<sup>st</sup> VP Jeremy Gills expressed an interest in putting together website materials that can be shared with clerks and/or a radio spot to help communicate the Know Before You Go Campaign in preparation for the 2016 Presidential Election. The Members expressed their desire and interest in moving forward with a proactive educational approach and tools for clerks to provide a consistent message across the Association.

**Twitter:** 1<sup>st</sup> VP Jeremy Gills notified the Executive Board that he has created an MTCA Twitter Account @MaClerks. President Dowd will send out a notification to Members about the account along with any how to information that may help clerks that do not have a Twitter account but may want one in taking those first steps.

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

2<sup>nd</sup> VP Marie Ryan stated that she and 1<sup>st</sup> VP Gillis will be visiting the Deven's Center soon and will be looking for a better vendor space for this year's winter conference.

She told the Members that \$4,000 was made in Springfield making that 4 conferences in a row now that have made a profit.

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

Past President Blackmer was not in attendance and no report was presented.

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

Barbara LaBombard was not in attendance and no report was presented.

## **COMMITTEE REPORTS**

### **Legislative Committee – Jeremy Gillis**

The following updates were provided:

- **Public Records Law:** This has been passed in the House and is currently sitting with the Senate.
- **Election laws Committee:** Currently there are no scheduled meetings but they are due to discuss the following of our legislative initiatives:
  - Use of Poll Pads
  - Unenrolled changed to Undeclared

# MTCA EXECUTIVE BOARD MEETING



DECEMBER 1, 2015

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- Vitals Bill: Tom Joyce, lobbyist has suggested that we sit tight on this for now.
- Early Voting: Michele has indicated that they are having more difficulty blending early voting with Absentee voting than they expected. She is aware that we are anxious to be provided information and continues to work on this. Some Members expressed that at this point they will budget for 2 election workers for each of the early voting days during their regular office hours. Some added that they would like to provide a weekend or evening hours beyond their regularly scheduled hours and would budget accordingly for that as well.
- House Bill 3546 (Collection of Fines): For Member Dami, President Dowd provided copies of the bill to the Board. The Board determined to continue to take no further action on this matter. The Board decided they wanted to refer this to the MMA and President Dowd requested Member Powers to forward it to them.

## Mentoring Program – Dottie Powers / Tara Shaw

Members discussed the importance of the mentoring program for new clerks. Concern was expressed that a consistent and comprehensive effort was not currently being utilized to combine the efforts of a new clerk's class, new clerk meetings and a formalized mentoring program. Some suggestions included having a list of mentors that outline their strengths as well as a welcome process & packet for new clerks.

**ACTION TAKEN: On a motion by 1<sup>st</sup> VP Jeremy Gillis, seconded by Member Nancy Talbot, to have President Dowd establish a mentoring committee with five members to formalize guidance & initiatives relative to the new clerks class, mentoring program and new clerks meetings and other opportunities. Motion was voted unanimously.**

## CVR User Group – Andy Dowd & Deborah Dami

The next meeting of the CVR user Group will be next week. There has been talk about establishing a group to work on the creation of a new VRIS system.

## Social Secretary Report – Tara Shaw

Member Shaw reported that the following cards had been sent on behalf of the Association since our September Meeting:

- Leslie Bracebridge (Shutesbury retired clerk) –Sympathy for death of her mother

## Bylaw Committee – Marie Ryan

The following notes from Bylaw Review Chair, Anita Tekle, were reviewed in response to the Boards request to look at the frequency of the Public Recorder and clarifications for the new Associate Member category that caused some confusion in regards to whether an assistant that isn't an associate member was able to attend a conference.

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1. **Frequency of publication of the Public Recorder** – There is nothing in the current bylaws that talks about the frequency of the publication of the Recorder. I believe that this was changed in 2014, since we wanted to leave open the frequency at that time. See Article VII, Section J of the attached bylaws. This also is not addressed in the Policies and Procedures Manual. So the E-Board may change the frequency of publication if it wishes. I presume that the compensation of the Recorder Editor would also be adjusted – this is also at the discretion of the E-Board. There was some talk on the E-Board last year about eliminating the stipend the next time that the Editor changed, so perhaps this is the time to consider eliminating the stipend, if the publication is reduced to quarterly – that reduces the workload by about 2/3.
2. **Associate Members** – Agreed that it was not the intent of the most recent change that Assistants were required to be paying members in order to attend a conference. There were several E-Board members that asked that Assistants be allowed to be members in their own right, separate from the Town Clerk, which was why this category was added. The theory was that Assistants who are members in their own right would be eligible for appointment to some of the non-critical committees, and could also add this professional affiliation on their resume, etc. But it should not be considered a threshold for conference attendance (as long as the Town Clerk is already a dues-paying member of the Association). I suggest we consider the following revised introductory paragraph to Article III (possible change noted in red):

**A. Membership**

Membership entitles all members **and their staff** to attend meetings and conferences, and to have access to the Members-Only section of the Web Site, including access to the Public Recorder. Only Active Members have voting privileges.

The Members asked for the Bylaw Review Committee to prepare the change in the actual text of the bylaw with adding the words “and their staff” as recommended in the notes presented for their review at their next meeting.

**ACTION TAKEN: On a motion by 1<sup>st</sup> VP Jeremy Gillis, seconded by Member Nancy Talbot, to go to Quarterly publication of the Public Recorder beginning in FY17. Motion was voted unanimously.**

**Old Business – none**

**New Business— none**

**President Dowd asked if there were any other items to be discussed, seeing none, motion made by 1<sup>st</sup> VP Jeremy Gillis and seconded by 2<sup>nd</sup> Member Nancy Talbot to adjourn. Meeting was adjourned at 11:15 AM.**

Respectfully Submitted,

Danielle M Sicard, MMC / CMMC  
MTCA Secretary

Massachusetts Town Clerk's Association  
Budget vs. Actual as of February 1 2016

**INCOME**

		Budget	Actual
3100 - Conference Revenue			
3110 - Registration	\$30,000.00		\$20,450.00
3120 - Meals	\$25,000.00		\$25,472.54
3140 - Vendor Income	<u>\$10,000.00</u>		\$5,484.00
Total Conference Revenue		\$65,000.00	
3200 - Certification Revenue		\$1,500.00	\$620.00
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	\$23,050.00
3700 - Interest Income (Bank Account)		\$200.00	\$16.31
3800 - MISC (Mkting/Sundries)		\$500.00	
Cash Transfer from Reserves		<u>\$0.00</u>	
<b>TOTAL INCOME</b>		<b>\$104,200.00</b>	<b>\$78,542.85</b>

**EXPENSE**

5000 - President Expenses		\$1,200.00	
5100 - Secretary Expense			
5200 - Treasurer Expenses		\$150.00	\$47.99
5300 - Lobbyist Expenses			
5301 - Lobbyist Salary	\$30,750.00		\$17,937.50
5302 - Lobbyist Expenses			
5303 - Lobbyist Reg Fee	<u>\$109.00</u>		\$109.00
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		\$475.00
5602 - Certification Expenses	<u>\$300.00</u>		\$220.14

Massachusetts Town Clerk's Association  
Budget vs. Actual as of February 1 2016

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		\$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	\$135.00
5900 - Communications/Public Recorder			
5901 - Stipend / Editor	\$1,100.00		\$500.00
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>\$45,073.13</b>

Checking account balance      \$38,122.29

Money Market account balance      \$32,102.53

## **Conference Registration Administrator Report:**

Total number registered for the Devens conference (as of Jan. 26, 2016): **250**

- 2015 - 228
- 2014 – 240
- 2013- 223
- 2012– 239
- 2011– 209
- 2010 – 178

Total collected as of January 26, 2016:

Registration total	- \$ 9,350.00
Meals total -	<u>\$ 10,037.00</u>
	<b>\$19,387.00</b>

## **Certification Administrator Report:**

### **Devens, 2016 – NEW CMMC’S:**

Jennifer L. Christy, Chilmark  
Laura J. Torti, Spencer  
Christina J. St. Pierre, Essex  
Carol L. St. Pierre, Cohasset

### **1<sup>st</sup> CMMC Recertification**

Ellen M. Robertson, Plainville  
Katherine T. Ingram, Longmeadow

### **2<sup>nd</sup> CMMC Recertification:**

Pamela Z. Carakatsane, Ipswich  
Madaline I. Bonadies, Southbridge

### **3<sup>rd</sup> CMMC Recertification:**

Carole B. Marple, Sherborn  
Nancy E. Burnham, Athol  
Susan G. Hazen, Rowley

Respectfully Submitted,



**MASSACHUSETTS TOWN CLERKS' ASSOCIATION**

**EXECUTIVE BOARD**

**2015-2016**

*Updated 2/1/16*

**President**

Andrew T. Dowd, CMC/CMMC  
63 Main Street  
Northborough, MA 01532

*Worcester County*

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**1<sup>st</sup> Vice-President**

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E-Mail: [cityclerk@easthampton.org](mailto:cityclerk@easthampton.org)

**Social Secretary**

Tara J. Shaw (2013-2016)  
5 Palmer Road  
Plympton, MA 02367

*Plymouth County*

Hours: Mon - Thurs: 9:00 AM - 2:00 PM  
Mon evenings: 6:00 PM - 8:00 PM

Office 781-585-3220 x304  
Fax 781-582-1505  
CVR PLPTJW  
E-Mail: [town\\_clerk@town.plympton.ma.us](mailto:town_clerk@town.plympton.ma.us)

**Assistant Treasurer**

Lynn Sibley  
218 Chestnut Plain Road  
PO Box 89  
Whately, MA 01093

*Franklin County*

Hours: Mon: 11:00 AM - 7:00 PM  
Thurs: 9:00 AM - 4:00 PM  
Fri: 9:00 AM - 12:00 PM

Office 413-665-0054  
Fax 413-665-9560  
CVR WJALMS  
E-Mail: [Tclerk2@comcast.net](mailto:Tclerk2@comcast.net)

# MTCA 2015-2016 APPOINTMENTS

*All terms run July 1<sup>st</sup> through June 30<sup>th</sup> unless otherwise noted.  
Updated 2.3.16*

	MEMBER	MUNICIPALITY	LAST APPT	TERM EXP.
<b>ASSISTANT TREASURER</b>	<i>(1 year - to serve on Budget Committee)</i>			
	Lynn Sibley	Whately	2015	2016
<b>BUDGET COMMITTEE</b>	<i>(1 year- 5 members to include Treasurer &amp; Asst. Treasurer)</i>			
	Robert Cutler, <i>Treasurer</i>	Foxborough	2014	2016
	Lynn Sibley, <i>Assistant Treasurer</i>	Whately	2015	2016
	Thomas Florence	E. Longmeadow	2014	2015
	Danielle Sicard	Walpole	2015	2016
	Michael Palmer	Falmouth	2014	2016
<b>BY-LAW/POLICIES &amp; PROCEDURES REVIEW COMMITTEE</b>	<i>(1 year)</i>			
	Deborah Davenport	Weston	2014	2015
	Denise MacAloney	Westminster	2014	2016
	Marie Ryan	Great Barrington	2014	2016
	Anita Tekle	Concord	2014	2016
	Amy Warfield	Burlington	2014	2016
<b>CMMC CERTIFICATION ADMINISTRATOR</b>	<i>(3 years – to serve on Certification/Examination Board)</i>			
	Barbara LaBombard	Easthampton	2014	2017
<b>CMMC CERTIFICATION/EXAMINATION BOARD</b>	<i>(3 years – 5 members including Certification Admin.)</i>			
	Madaline I. Bonadies	Southbridge	2012	2018
	Barbara LaBombard	Easthampton	2014	2017
	<b>Nancy Blackmer*</b>	<b>Orange</b>	<b>2014</b>	<b>2017</b>
	Sandra Burgess	Amherst	2013	2016
	Marianne Staples	Mansfield	2013	2016
<b>CLERK’S MANUAL COMMITTEE</b>	<i>(3 years – 3 members)</i>			
	Deborah Dami	Mashpee	2014	2017
	Kathleen Nagle	Wellesley	2014	2017
	Marie Ryan	Great Barrington	2014	2017
<b>CONFERENCE COMMITTEE</b>	<i>(2-years) (Pres., 1<sup>st</sup> VP, 2<sup>nd</sup> VP, Registration Admin, Ed. Registration Admin, 3 at-large, including statistician)</i>			
	Andrew Dowd, President/Chair	Northborough	2015	2017
	Jeremy Gillis, 1 <sup>st</sup> VP - vendors	Easton	2015	2017
	Marie Ryan, 2 <sup>nd</sup> VP - hotel	Great Barrington	2015	2017
	Barbara LaBombard, Conf./Ed. Regis. Admin	Easthampton	2013	2016
	Kaari Mai Tari	Westford	2013	NA
	Diane Bucco	Wenham	2015	2017
	Terri Bunce	Dennis	2015	2017
	Dottie Powers	Westwood	2015	2017
<b>CONFERENCE REGISTRATION ADMINISTRATOR</b>	<i>(3 years – to serve on Conference Committee)</i>			
	Barbara LaBombard	Easthampton	2013	2016
<b>EDUCATION DATABASE COORDINATOR</b>	<i>(3 years)</i>			
	Katherine Ingram	Longmeadow	2013	2016
<b>EDUCATION COMMITTEE</b>	<i>(3-years, to include 2<sup>nd</sup> VP)</i>			
	Jacqueline Brown	Freetown	2014	2017
	Amy Summers	Stoughton	2014	2016
	Dottie Powers	Westwood	2015	2016
	Laura Torti	Spencer	2015	2018
	Debra Gremo	Auburn	2015	2018
	Kaari Mai Tari	Westford	2014	2017
	Marie Ryan, 2 <sup>nd</sup> VP	Great Barrington	2015	2017

## MTCA 2015-2016 APPOINTMENTS

<b>LEGISLATIVE COMMITTEE</b> <i>(7 full for 3-year terms; 2 Alternates incl. 1<sup>st</sup> VP for 1-year – exp. Dec. 31<sup>st</sup>)</i>				
	Robert Cutler	Foxborough	2012	2018
	Denise Graffeo	Tewksbury	2013	2018
	Nancy Talbot	Ware	2013	2016
	Brian Howard	Randolph	2013	2016
	Dina Livingston	East Bridgewater	2014	2018
	Diane Packer	Natick	2014	2017
	Robin Phelan	Boxford	2014	2017
	Christina Wright, <i>Alt</i>	Essex	2014	2016
	Jeremy Gillis, <i>1<sup>st</sup> VP/Alt</i>	Easton	2015	2017
<b>NOMINATION COMMITTEE</b> <i>(1 year – 5 full members, to include 1<sup>st</sup> VP as non-voting)</i>				
	Theodora Eaton	Needham	2014	2016
	Nancy Blackmer	Orange	2015	2016
	Margaret Bonderenko	Mendon	2014	2016
	Lynn Sibley	Whately	2014	2016
	Kaari Mai Tari	Westford	2014	2016
	Jeremy Gillis, <i>1<sup>st</sup> VP</i>	Easton	2015	2016
<b>PUBLIC RECORDER EDITOR</b> <i>(3 years)</i>				
	Nancy Burnham	Athol	2014	2017
<b>SCHOLARSHIP COMMITTEE</b> <i>(2 years – 3, including 1<sup>st</sup> VP as Chair))</i>				
	Jeremy Gillis, <i>1<sup>st</sup> VP/Chair</i>	Easton	2015	2017
	Marlene Chused	Sharon	2013	2017
	Sandra Burgess	Amherst	2013	2017
<b>SOCIAL SECRETARY</b> <i>(1 year)</i>				
	Tara Shaw	Plympton	2014	2015
<b>COMMUNICATIONS COMMITTEE</b> <i>(3 years – 5 members, including The Public Recorder Editor)</i>				
	Nancy Burnham, <i>Public Recorder Editor</i>	Athol	2014	2017
	Jeremy Gillis	Easton	2014	2017
	Maria Sagarino	Stoneham	2013	2018
	Danielle Sicard	Walpole	2014	2016
	Amy Warfield	Burlington	2012	2018
<b>LOBBYIST REVIEW COMMITTEE –</b> <i>(3 members, - including Treasurer)</i>				
	Robert Cutler, <i>Treasurer</i>	Foxborough	2014	2016
	Danielle Sicard	Walpole	2015	2016
	Diane Packer	Natick	2014	2016
<b>MEMBER RECOGNITION COMMITTEE</b> <i>(3 years – 5 members – including President and Past President)</i>				
	Deborah Dami	Mashpee	2014	2018
	Theodora Eaton	Needham	2014	2016
	Sandra Burgess	Amherst	2014	2017
<b>ELECTION LAWS TASK FORCE</b> <i>(1 member)</i>				
	Jeremy Gillis	Easton	2014	
<b>TASK FORCE ADVISORY COMMITTEE</b> <i>(5 members)</i>				
	Ann Dunne	Ashfield	2014	
	Denise MacAloney	Westminster	2014	
	Rosemary Harvell	Sudbury	2014	
	Tedi Eaton	Needham	2014	
	Joyce Bradshaw	North Andover	2012	
<b>MENTORING COMMITTEE</b> <i>(5 members)</i>				
	Danielle Sicard	Walpole	2016	
	Dottie Powers	Westwood	2016	
	Tara Shaw	Plympton	2016	
	Jeremey Gillis	Easton	2016	
	Elizabeth Greendale	Holliston	2016	

\*appointed 2/3/2016 to fill partial term (Denise MacAloney – retirement)

## Archival Education for Massachusetts Municipal Clerks

In 2013, in partnership with the Massachusetts State Archives and the Massachusetts Board of Library Commissioners, Simmons College received funding to design an archival education program for Municipal Clerks. The education program, “Archival Education for Municipal Clerks,” is supported by a 3-year grant from the National Historic Publications and Records Commission (NHPRC), the funding arm of the National Archives, expiring in September 2016. In recognition of its statutory responsibility to provide records management support and guidance for municipalities, the Massachusetts Archives is seeking funding to continue this program to educate the Municipal Clerks of Massachusetts in the essentials of archival management. This education fulfills a critical responsibility to protect and preserve the historical and current records of Massachusetts.

Funding amount requested: \$75,000 per year.

### **Why does Massachusetts need this program?**

- Municipal clerks are the custodians of city and town historical and current records as mandated by the state.
- Records created in cities and towns must remain in the city or town in perpetuity as required by state law.
- State statute mandates that Municipal Clerks preserve these historical and current records, with limited training opportunities and no expectation to have the necessary experience to fulfill such responsibilities.
- Municipal clerks will learn the basic archives management skills necessary to become the central records resource for the city or town, enabling maintenance, management, and preservation of critical municipal records.
- This program has been recognized for its value to the municipal clerks and is certified for continuing educational credits by state and national professional organizations, including the Massachusetts Town Clerks’ Association (MTCA) and the International Institute of Municipal Clerks (IIMC).

### **What is the current grant-funded Program?**

The two-year online program teaches Municipal Clerks the essentials of archival management of paper and electronic records.

Year One: Introductory Course: Five modules on archival basics.

Year Two: Advanced Course: Focuses on the management, organization, and preservation of electronic records.

Municipal Clerks are charged a fee of \$150 to participate in the course, with payment from local or personal funds.

Modules are taught by Simmons Archives faculty and archivists from the Massachusetts Archives and the Board of Library Commissioners

### **How would the program work with Massachusetts Funding?**

- The Massachusetts Archives would contract with an educational institution, such as Simmons College, to provide the education and course management.
- The two-year online program consisting of both an Introductory and Advanced course would be offered to allow every municipal clerk's office in the Commonwealth to have at least one trained person in the office.
- The program would be taught by college level archives program faculty and archivists from the State Archives and the Board of Library Commissioners.
- This program, along with complementary training and services from the Massachusetts Archives, would provide the foundation for Massachusetts Municipal Clerks to fulfill the requirements associated with management and preservation of public records.

### **Advantages of this program to Massachusetts**

- At least one person in each municipality (the Clerk or designee) would be a central records resource for the management and preservation of municipal records.
- By developing the expertise within the city or town, citizens would have greatly improved access to their records.
- Statewide accessibility to city and town records for citizens through a clerk-managed centralized database.
- Through the shared information and education acquired in this course, participants will be able to collaborate to develop and maintain systems that enable electronic access to municipal records.

**“...archival records comprise only a small percentage of the total volume of records created by local government; *however they are usually the most important files created for citizens.*”**- Kaye Lanning Minchew *Archival Programs for Local Governments*, NAGARA Report, 1995

Red edits – Hooper

Blue edits - Amy

All the edits looked blue. I just edited - Kaari



## REPORT OF THE FIRST VICE PRESIDENT

### MTCA EXECUTIVE BOARD MEETING

**FEBRUARY 3, 2016**

#### VENDORS:

The 2016 Winter Conference of the Massachusetts Town Clerks' Association returns for the 2<sup>nd</sup> consecutive year to the Devens Conference Center. Participating are 22 paid vendors (8 new) with a total of 26 tables. This represents an increase of 4 vendors and 6 tables, respectively, over last year's conference. All Payment information is up to date as of February 1, 2016. A special word of thanks to Kofile, who graciously and generously donated **\$1000.00** to sponsor the Thursday evening meal. Overall vendor income for this conference increased by \$4245.00 over last year.

VENDOR NAME	# TABLES	POWER?	PAID?	# REPS	SUBTOTAL	TOTAL MEALS	DONATION	TOTAL
Democracy Live, Inc.	1	YES	YES	1	\$250.00	\$115.00	\$0.00	\$365.00
General Code	1	YES	YES	2	\$250.00	\$140.00	\$0.00	\$390.00
Dupont Storage Systems	1	YES	YES	1	\$250.00	\$50.00	\$0.00	\$300.00
IS Elections by Inclusion Solutions	1	NO	YES	1	\$250.00	\$0.00	\$0.00	\$250.00
Kofile Preservation	1	YES	YES	2	\$250.00	\$100.00	\$1,000.00	\$1,350.00
Northeast Document Conservation Center	1	NO	YES	2	\$250.00	\$0.00	\$0.00	\$250.00
City Hall Systems	1	YES	YES	1	\$250.00	\$25.00	\$0.00	\$275.00
Everyone Counts	1	YES	YES	1	\$250.00	\$115.00	\$0.00	\$365.00
Image Data, Inc.	1	NO	YES	2	\$250.00	\$25.00	\$0.00	\$275.00
LHS Associates, Incorporated.	2	YES	YES	4	\$500.00	\$200.00	\$0.00	\$700.00
Boston Computer Scanning	1	YES	YES	2	\$250.00	\$50.00	\$0.00	\$300.00
UniBank	1	YES	YES	2	\$250.00	\$75.00	\$0.00	\$325.00
King Information Systems	1	YES	YES	2	\$250.00	\$0.00	\$0.00	\$250.00
Compact Innovations	2*	YES	NO	1	\$350.00	\$25.00	\$0.00	\$375.00
Vistiny	1	YES	YES	1	\$250.00	\$65.00	\$0.00	\$315.00
LL DATA	3	YES	NO	2	\$450.00	\$0.00	\$0.00	\$450.00
ES&S	1	YES	YES	4	\$250.00	\$0.00	\$0.00	\$250.00
Iron Mountain	1	YES	NO	1	\$250.00	\$115.00	\$0.00	\$365.00
Stellar Corporation	1	YES	YES	2	\$250.00	\$0.00	\$0.00	\$250.00
MCC	1	NO	YES	1	\$250.00	\$115.00	\$0.00	\$365.00
Clear Ballot	1	YES	YES	2	\$250.00	\$0.00	\$0.00	\$250.00
Roving Archivist- State Archives	1	NO	NO	1	\$0.00	\$0.00	\$0.00	\$0.00
NEACTC 2016 Raffle	2	NO	NO	0	\$0.00	\$0.00	\$0.00	\$0.00
ClearGov.com	1*	YES	NO	2	\$250.00	\$0.00	\$0.00	\$250.00
<b>Totals:</b>	<b>26</b>			<b>40</b>	<b>\$6,050.00</b>	<b>\$1,215.00</b>	<b>\$1,000.00</b>	<b>\$8,265.00</b>



## REPORT OF THE FIRST VICE PRESIDENT

### MTCA EXECUTIVE BOARD MEETING

### FEBRUARY 3, 2016

#### SCHOLARSHIPS:

The MTCA has budgeted \$4,000 to provide scholarships for July 1, 2015- June 30, 2016 to members currently unable to receive community support to attend MTCA conferences. We awarded \$692.50 at the Fall Conference. Scholarship availability was advertised on [masstownclerks.org](http://masstownclerks.org), with follow up notifications sent to members via Yahoo and VRIS email as well as posted on the MTCA Facebook page. The Scholarship Committee comprised of Sharon Town Clerk Marlene Chused, Amherst

Town Clerk Sandra Burgess and Easton Town Clerk Jeremy P Gillis, 1<sup>st</sup> Vice President, reviewed 1 application and a voted to award the requested amount of \$100 in full, contingent upon the MCCA agreeing to reimburse the MTCA as the applicant was not a Town Clerk. The MCCA agreed and Treasurer Cutler will invoice the MCCA for this cost. The award was as follows:

APPLICANT	TOWN	LETTER OF DENIAL?	REGISTRATION:	HOTEL:	MEALS:	TOTAL AMOUNT REQUESTED:	AMOUNT AWARDED	NOTES
Diane Colella*	Revere	YES	\$ 50.00	\$ -	\$ 50.00	\$ 100.00	\$ 100.00	*MCCA TO FUND.
			\$ 50.00	\$ -	\$ 50.00	\$ 100.00	\$ 100.00	

The \$0 of MTCA Scholarship funds is \$788.86 less than the amount awarded at this conference last year. We have in excess of \$3,000.00 remaining to award at our Spring Conference.

Respectfully submitted,

Jeremy P Gillis, 1<sup>st</sup> Vice President.