

**Executive Board Meeting
Hotel 1620 Plymouth, MA
Wednesday, June 14th, 2017 ~ 10:00 AM**

Secretary's Report – Elizabeth Greendale
Report/Vote on February 1st, 2017 E-Board Minutes

Treasurer's Report – Danielle Sicard
Budget vs. Actual
Proposed FY18 Budget
Mentoring – April sessions expense/income report
MTCA Software proposals
Membership Report

President's Report – Andrew Dowd
Public Recorder – change to quarterly update on website only?
City Clerks Association – update
EV Motion – Bill Campbell
Conference Refunds – update policy
MTCA Historian – track retirees
Gifts for conference speakers

1st Vice President – Marie Ryan
Scholarship Report

2nd Vice President – Nancy Talbot
Vendor Report

Past President – Nancy Blackmer

Conference Registrar/Certification Administrator – Barbara L. LaBombard
Request to amend current CMMC testing requirements

Committee Reports

- Legislative Committee – Robert Cutler
- Elections Task Force – Danielle Sicard
- Education Committee – Dottie Powers
- Mentoring Committee – Danielle Sicard
- CVR User Group
- Social Secretary Report – Tara Morrison
- Communication Committee
 - Membership Benefit Breakdowns & Flyer
 - Website user access updates

Old Business –

New Business –

Adjournment

MTCA EXECUTIVE BOARD MEETING



February 1, 2017 @ Devens Common Center - 10 AM

Minutes Approved on: DRAFT

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	ANDREW DOWD	✓
1ST VICE PRESIDENT	MARIE RYAN	✓
2ND VICE PRESIDENT	NANCY J. TALBOT	
TREASURER	DANIELLE SICARD	✓
SECRETARY	ELIZABETH GREENDALE	✓
EXECUTIVE BOARD 2017	DEBRA BOURBEAU	✓
EXECUTIVE BOARD 2017	ROBIN PHELAN	✓
EXECUTIVE BOARD 2017	DOTTIE POWERS	
EXECUTIVE BOARD 2018	DEBORAH DAMI	
EXECUTIVE BOARD 2018		
EXECUTIVE BOARD 2018	ROBERT CUTLER	✓
EXECUTIVE BOARD 2019	CATHERINE HARDER-BERNIER	✓
EXECUTIVE BOARD 2019	KELLY McELREATH	✓
EXECUTIVE BOARD 2019	DIANE PACKER	✓
PAST PRESIDENT	NANCY BLACKMER	✓
EDITOR	NANCY BURNHAM	
EDUCATION CHAIR	DOTTIE POWERS	✓
CONFERENCE ADMINISTRATOR/CERTIFICATION	BARBARA LABOMBARD	✓
SOCIAL SECRETARY	TARA SHAW	
ASSISTANT TREASURER	LYNN SIBLEY	✓

A quorum of voting members being present, President Dowd called the meeting to order at 10:07 AM.

MTCA EXECUTIVE BOARD MEETING



February 1, 2017 @ Devens Common Center - 10 AM

Minutes Approved on: DRAFT

Call to Order – President Andy Dowd

President Dowd called the meeting to order at 10:07 AM

Secretary's Report – Elizabeth Greendale

Approval of Minutes from the Executive Board Meeting on December 8, 2016 were presented by Secretary Elizabeth Greendale.

ACTION TAKEN: On a motion by Treasurer Danielle Sicard, seconded by Member Catherine Harder-Bernier, the minutes from December 8, 2016, were unanimously approved as written/presented.

Treasurer's Report – Danielle Sicard

Approval of the Treasurer's reports.

ACTION TAKEN: On a motion by Member Robert Cutler, seconded by 1st VP Marie Ryan, to accept the Treasurer's Report was unanimously accepted.

ACTION TAKEN: On a motion by Member Robert Cutler, seconded by 1st VP Marie Ryan, to accept the Treasurer's Conference and Mentoring Reports was unanimously accepted.

Presidents Report – Andy Dowd

Vendor Report for Conference: President Dowd, stated that we have 20 Vendors, with additional donations from ES&S, Kofile and LHS

City Clerks: The issue at hand: having City Clerks attend MTCA Conferences and how to make the efforts equitable. Member Cutler, said that past practice was that they would pay expenses we didn't have money for. Recently, the MTCA has been in a good financial position that didn't require us looking for money. The City Clerks are also receiving the benefit of the MTCA's Legislative Aide. President Dowd, said he would speak to the City Clerk President to discuss a possible merger of the two associations. Treasurer Sicard, noted that if a merger takes place, the By Laws would need a review from the By Law Committee.

EBoard Vacancy: President Dowd said that he would be looking for nominations to fill the Hampshire County vacancy.

1st VP Report – Marie Ryan

1st VP Ryan said that 2 scholarships had been rewarded for this Conference. Treasurer Sicard, asked when we had to commit to next year, as this venue is not quite big enough for the attendance we've been seeing. Ms. Ryan suggested we look into a possible change for 2019. She also noted that she will be doing Vendors for the June Conference.

2nd VP Report – Nancy Talbot

Letter attached

MTCA EXECUTIVE BOARD MEETING



February 1, 2017 @ Devens Common Center - 10 AM

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Past President Report– Nancy Blackmer

None

Conference Registrar / Certification Administrator: Barbara LaBombard

Member LaBombard reported that we have 227 people registered for this Conference.

There are 2 re-certifications. With all the changes to Elections and Public Records, etc., there is a need to review the test for the upcoming January 2018 edition.

COMMITTEE REPORTS

Legislative Committee – Robert Cutler

Member Cutler reported that there are 5 Bills in queue:

- Restricted Records

- Publishing Town Meeting Warrants on the website

- A Bill to allow Fraternal Orders with a liquor license to become polling places

- A Bill to allow Unenrolled Voters to be Registrars

- Eliminate Voter Registration Session

Legislative Agent Tom Joyce will be here tomorrow to update the membership.

Lobbyist Review Committee – Danielle Sicard:

Treasurer Sicard presented the results from the Legislative Aide survey, which are attached. Ms. Sicard also reported that the Early Voting survey, has been tested and is now ready to send out to the Membership.

Education Committee – Dottie Powers:

Member Powers reported in her absence through President Dowd that the Class Certificates will be sent via email and the Class Evaluations will be done through Survey Monkey.

Mentoring Program – Danielle Sicard:

Treasurer Sicard, reported that the class on Census, VRIS, and Campaign Finance was a big success, and a second class may be added, due to the large waiting list. The next class will be on April 12, 2017 in Franklin, and possibly a second location in Great Barrington. The subject will be Town Meeting and Attorney General Forms.

Social Secretary Report – Tara Shaw:

President Dowd reported that Anita Tekle from Concord is retiring and he has purchased a clock to be presented tomorrow at lunch.

Communications Committee – Danielle Sicard:

Treasurer Sicard reported that email Protocols & Etiquette have been established and will go out to the Membership. The Yahoo group will be going off-line March 1, 2017.

Old Business – none

New Business –none

MTCA EXECUTIVE BOARD MEETING



February 1, 2017 @ Devens Common Center - 10 AM

Minutes Approved on: DRAFT

The Members discussed looking into purchasing a software program to streamline MTCA Membership, Dues, Education and Conference Registration, so all committees are working with the same data base.

President Dowd asked if there were any other items to be discussed, seeing none, motion made by Member Cutler, seconded by Member Harder-Bernier, to adjourn. Meeting was adjourned at 11:30 AM.

Respectfully Submitted:

Elizabeth T. Greendale, CMC/CMMC
MTCA Secretary

MASSACHUSETTS TOWN CLERK'S ASSOCIATION

Budget V Actual

As of **June 6, 2017**

INCOME	BUDGET	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue				
3110 - Registration	\$40,000.00	\$8,650.00	\$32,842.00	\$7,158.00
3120 - Meals	\$35,000.00	\$12,118.00	\$37,829.00	(\$2,829.00)
3130 - Mentoring Workshops	\$0.00	\$750.00	\$2,040.00	(\$2,040.00)
3140 - Vendor Income	\$10,000.00	\$200.00	\$16,390.00	(\$6,390.00)
Total Conference Revenue	\$85,000.00	\$21,718.00	\$89,101.00	(\$4,101.00)
3200 - Certification Revenue	\$1,500.00	\$445.00	\$1,405.00	\$95.00
3300 - Scholarship Donations	\$6,000.00	\$2,200.00	\$3,900.00	\$2,100.00
3400 - Public Recorder/Website Ads	\$3,100.00		\$2,250.00	\$850.00
3500 - Media Stipends/AP/Educ	\$10,000.00		\$8,982.00	\$1,018.00
3600 - Dues	23,000.00	\$590.00	\$25,750.00	(\$2,750.00)
3700 - Interest Income (Bank Account)	\$100.00		\$0.00	\$100.00
3800 - MISC (Mkting/Sundries)	\$500.00		\$0.00	\$500.00
Cash Transfer from Reserves	\$0.00		\$0.00	\$0.00
	\$44,200.00	\$3,235.00	\$42,287.00	\$1,913.00
TOTAL INCOME	\$129,200.00	\$24,953.00	\$131,388.00	(\$2,188.00)

MASSACHUSETTS TOWN CLERK'S ASSOCIATION

Budget V Actual

As of

June 6, 2017

EXPENSE	BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$2,000.00	\$2,505.49	\$3,643.07	(\$1,643.07)
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses	\$150.00	\$244.14	\$423.38	(\$273.38)
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$30,750.00	\$8,071.86	\$31,518.72	(\$768.72)
5302 - Lobbyist Expenses			\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$109.00		\$109.00	\$0.00
Total Lobbyist Expense	\$30,859.00	\$8,071.86	\$31,627.72	(\$768.72)
5400 - Scholarship Expenses				
5401 - NEMCI Exp (outside sources)	\$6,000.00	\$3,900.00	\$3,900.00	\$2,100.00
5402 - NEMCI Exp (MTCA)	\$3,000.00	\$1,094.60	\$1,094.60	\$1,905.40
5403 - MTCA Conference Scholarships	\$4,000.00		\$531.67	\$3,468.33
5404 - Awards/Scholarships	\$3,000.00		\$0.00	\$3,000.00
Total Scholarship Expenses	\$16,000.00	\$4,994.60	\$5,526.27	\$10,473.73
5500 - Legislative Committee Expenses	\$250.00	\$0.00	\$0.00	\$250.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00		\$650.00	\$350.00
5602 - Certification Expenses	\$400.00		\$202.08	\$197.92
Total Certification Expenses	\$1,400.00	\$0.00	\$852.08	\$547.92
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,100.00		\$1,322.06	(\$222.06)
5702 - Conference Deposits	\$10,000.00		\$7,000.00	\$3,000.00
5703 - Postage / Brochure Mailing	\$41.00		\$0.00	\$41.00
5705 - Entertainment	\$750.00		\$0.00	\$750.00
5706 - Speakers / Education	\$5,000.00		\$0.00	\$5,000.00
5707 - Conference Hotel / Meals	\$52,000.00		\$91,562.05	(\$39,562.05)
5708 - NE Conference (2016)	\$1,000.00		\$1,000.00	\$0.00
5709 - Misc Conf Exp (mentor/survey)	\$250.00	\$467.64	\$2,233.85	(\$1,983.85)
5710 - Printing / Copying	\$200.00		\$0.00	\$200.00
Total Conference Expenses	\$70,341.00	\$467.64	\$103,117.96	(\$32,776.96)
5800 - Executive Board Meetings/Lunches	\$1,000.00	\$96.40	\$375.90	\$624.10
5900 - Communication/Public Recorder				
5901 - Pub Rec Stipend / Editor	\$1,100.00		\$1,100.00	\$0.00
5902 - Postage	\$100.00		\$0.00	\$100.00
5903 - Printing	\$0.00		\$0.00	\$0.00
5904 - Web Update	\$2,000.00		\$1,995.00	\$5.00
Total Communication/Public Recorder	\$3,200.00	\$0.00	\$3,095.00	\$105.00

MASSACHUSETTS TOWN CLERK'S ASSOCIATION

Budget V Actual

As of

June 6, 2017

EXPENSE Continued	BUDGET	NEW EXP	ACTUAL	REMAINING
6000 - Auditor				
6001 - Annual Financial Review	\$850.00		\$850.00	\$0.00
6002 - Annual Tax Returns	\$850.00		\$850.00	\$0.00
Total Auditor Expense	\$1,700.00	\$0.00	\$1,700.00	\$0.00
6100 - Marketing / Name Badges	\$500.00	\$0.00	\$0.00	\$500.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00		\$50.00	\$950.00
6202 - NEMCI Graduation Gifts	\$300.00		\$90.00	\$210.00
6203 - Miscellaneous	\$500.00		\$75.00	\$425.00
Total Miscellaneous Expense	\$1,800.00	\$0.00	\$215.00	\$1,585.00
TOTAL EXPENSE	\$129,200.00	\$16,380.13	\$150,576.38	(\$21,376.38)
Income / Expense Variance	\$0.00			

Checking Account

Beginning Balance	3/19/2017	\$32,735.50
New Income		\$24,953.00
New Expenses		\$16,380.13
Current Balance	6/6/2017	\$41,308.37

Money Market account Balance

Beginning Balance	3/19/2017	\$32,118.49
New Income		\$0.00
New Expenses		\$0.00
Current Balance	6/6/2017	\$32,118.49

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY18 PROPOSED BUDGET**

INCOME	FY 17 BUDGET	FY17 AS OF 6/6/2017	FY17 REMAINING	FY 18 DRAFT	FY17 VS FY18 VARIANCE
3100 - Conference Revenue					
3110 - Registration	\$40,000.00	\$32,842.00	\$7,158.00	\$40,000.00	\$0.00
3120 - Meals	\$35,000.00	\$37,829.00	(\$2,829.00)	\$35,000.00	\$0.00
3130 - Mentoring Workshops	\$0.00	\$2,040.00	(\$2,040.00)	\$2,000.00	\$2,000.00
3140 - Vendor Income	\$10,000.00	\$16,390.00	(\$6,390.00)	\$20,000.00	\$10,000.00
Total Conference Revenue	\$85,000.00	\$89,101.00	(\$4,101.00)	\$97,000.00	\$12,000.00
3200 - Certification Revenue	\$1,500.00	\$1,405.00	\$95.00	\$1,500.00	\$0.00
3300 - Scholarship Donations	\$6,000.00	\$3,900.00	\$2,100.00	\$6,000.00	\$0.00
3400 - Public Recorder/Website Ads	\$3,100.00	\$2,250.00	\$850.00	\$2,500.00	(\$600.00)
3500 - Media Stipends/AP/Educ	\$10,000.00	\$8,982.00	\$1,018.00	\$0.00	(\$10,000.00)
3600 - Dues	23,000.00	\$25,750.00	(\$2,750.00)	\$23,000.00	\$0.00
3700 - Interest Income (Bank Account)	\$100.00	\$0.00	\$100.00	\$0.00	(\$100.00)
3800 - MISC (Mkting/Sundries)	\$500.00	\$0.00	\$500.00	\$0.00	(\$500.00)
Cash Transfer from Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$44,200.00	\$42,287.00	\$1,913.00	\$33,000.00	(\$11,200.00)
TOTAL INCOME	\$129,200.00	\$131,388.00	(\$2,188.00)	\$130,000.00	\$800.00

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY18 PROPOSED BUDGET**

EXPENSE	FY 17 BUDGET	ACTUAL	FY17 REMAINING	FY 18 DRAFT	FY17 VS FY18 VARIANCE
5000 - President Expenses	\$2,000.00	\$3,643.07	(\$1,643.07)	\$2,000.00	\$0.00
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses	\$150.00	\$423.38	(\$273.38)	\$150.00	\$0.00
5300 - Lobbyist Expenses					
5301 - Lobbyist Salary	\$30,750.00	\$31,518.72	(\$768.72)	\$32,300.00	\$1,550.00
5302 - Lobbyist Expenses		\$0.00	\$0.00	\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$109.00	\$109.00	\$0.00	\$109.00	\$0.00
Total Lobbyist Expense	<u>\$30,859.00</u>	<u>\$31,627.72</u>	<u>(\$768.72)</u>	<u>\$32,409.00</u>	<u>\$1,550.00</u>
5400 - Scholarship Expenses					
5401 - NEMCI Exp (outside sources)	\$6,000.00	\$3,900.00	\$2,100.00	\$6,000.00	\$0.00
5402 - NEMCI Exp (MTCA)	\$3,000.00	\$1,094.60	\$1,905.40	\$3,000.00	\$0.00
5403 - MTCA Conference Scholarships	\$4,000.00	\$531.67	\$3,468.33	\$4,000.00	\$0.00
5404 - Awards/Scholarships (IIMC)	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00
Total Scholarship Expenses	<u>\$16,000.00</u>	<u>\$5,526.27</u>	<u>\$10,473.73</u>	<u>\$16,000.00</u>	<u>\$0.00</u>
5500 - Legislative Committee Expenses	\$250.00	\$0.00	\$250.00	\$250.00	\$0.00
5600 - Certification Expenses					
5601 - Administrator Stipend	\$1,000.00	\$650.00	\$350.00	\$1,000.00	\$0.00
5602 - Certification Expenses	\$400.00	\$202.08	\$197.92	\$400.00	\$0.00
Total Certification Expenses	<u>\$1,400.00</u>	<u>\$852.08</u>	<u>\$547.92</u>	<u>\$1,400.00</u>	<u>\$0.00</u>
5700 - Conference Expenses					
5701 - Printing Brochures/Program	\$1,100.00	\$1,322.06	(\$222.06)	\$1,500.00	\$400.00
5702 - Conference Deposits	\$10,000.00	\$7,000.00	\$3,000.00	\$7,000.00	(\$3,000.00)
5703 - Postage / Brochure Mailing	\$41.00	\$0.00	\$41.00	\$0.00	(\$41.00)
5705 - Entertainment	\$750.00	\$0.00	\$750.00	\$750.00	\$0.00
5706 - Speakers / Education	\$5,000.00	\$0.00	\$5,000.00	\$3,600.00	(\$1,400.00)
5707 - Conference Hotel / Meals	\$52,000.00	\$91,562.05	(\$39,562.05)	\$52,000.00	\$0.00
5708 - NE Conference (2016)	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00
5709 - Misc Conf Exp (mentor/survey)	\$250.00	\$2,233.85	(\$1,983.85)	\$2,250.00	\$2,000.00
5710 - Printing / Copying	\$200.00	\$0.00	\$200.00	\$0.00	(\$200.00)
Total Conference Expenses	<u>\$70,341.00</u>	<u>\$103,117.96</u>	<u>(\$32,776.96)</u>	<u>\$68,100.00</u>	<u>(\$2,241.00)</u>
5800 - Executive Board Meetings/Lunches	\$1,000.00	\$375.90	\$624.10	\$1,000.00	\$0.00
5900 - Communication/Public Recorder					
5901 - Pub Rec Stipend / Editor	\$1,100.00	\$1,100.00	\$0.00	\$1,100.00	\$0.00
5902 - Postage	\$100.00	\$0.00	\$100.00	\$100.00	\$0.00
5903 - Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5904 - Web Maint & Update	\$2,000.00	\$1,995.00	\$5.00	\$3,991.00	\$1,991.00
Total Communication/Public Recorder	<u>\$3,200.00</u>	<u>\$3,095.00</u>	<u>\$105.00</u>	<u>\$5,191.00</u>	<u>\$1,991.00</u>
6000 - Auditor					
6001 - Annual Financial Review	\$850.00	\$850.00	\$0.00	\$850.00	\$0.00
6002 - Annual Tax Returns	\$850.00	\$850.00	\$0.00	\$850.00	\$0.00
Total Auditor Expense	<u>\$1,700.00</u>	<u>\$1,700.00</u>	<u>\$0.00</u>	<u>\$1,700.00</u>	<u>\$0.00</u>
6100 - Marketing / Name Badges	\$500.00	\$0.00	\$500.00	\$0.00	(\$500.00)
6200 - Miscellaneous Expenses					
6201 - Gifts/Memorials/Flowers	\$1,000.00	\$50.00	\$950.00	\$1,000.00	\$0.00
6202 - NEMCI Graduation Gifts	\$300.00	\$90.00	\$210.00	\$300.00	\$0.00
6203 - Miscellaneous	\$500.00	\$75.00	\$425.00	\$500.00	\$0.00
Total Miscellaneous Expense	<u>\$1,800.00</u>	<u>\$215.00</u>	<u>\$1,585.00</u>	<u>\$1,800.00</u>	<u>\$0.00</u>
TOTAL EXPENSE	\$129,200.00	\$150,576.38	(\$21,376.38)	\$130,000.00	\$800.00
Income / Expense Variance	\$0.00			\$0.00	\$0.00

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
CONFERENCE REPORT**

Mentoring Class **April 2017 - Town Meeting & Record Manag**

INCOME

ACTUAL

3100 - Conference Revenue	
3130 - Mentoring Workshops	\$570.00
Total Workshop Revenue	\$570.00

EXPENSE

ACTUAL

5700 - Conference Expenses	
5709 - Misc Conf Exp (mentor/survey)	
Total Conference Expenses	\$467.64
 Income / Expense Variance	 \$102.36

Total # of Registrants:	45
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TECHNOLOGY REQUIREMENTS

Option 1 Virtual SharePoint Serve

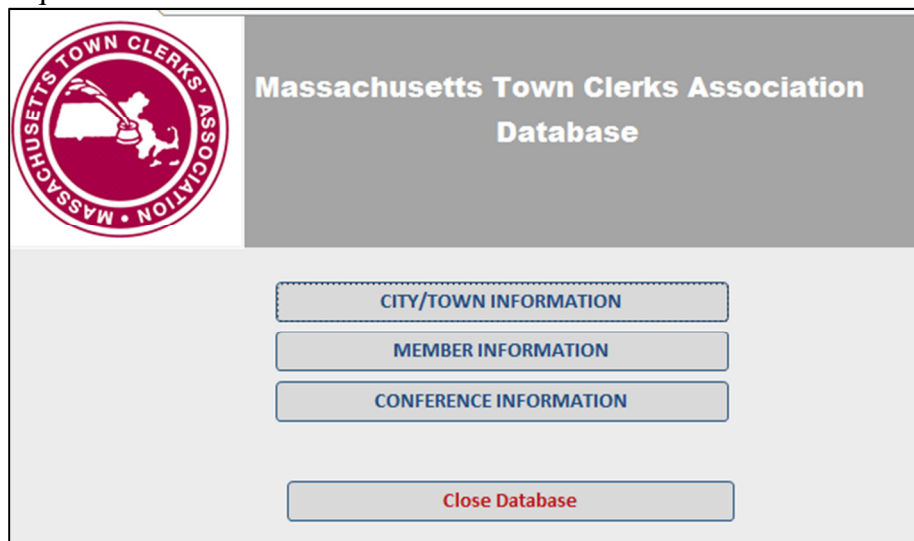
- Requirements:
- Internet and MS Access 2010, 2013 or 2016
 - Internet should have almost equal download and upload speed
* you can test this out using
- Pricing:
- SharePoint Server \$30.00 per month
 - User fee \$5.00 per user
 - Hosting Monthly Maintenance fee \$25.00

Option 2 Virtual SQL Server

- Requirements:
- Internet and MS Access 2010, 2013 or 2016
- Pricing:
- SQL Server \$ 55.00 Per Month
 - Unlimited Users

CUSTOMIZATION REQUIREMENTS

Sample of the MTCA Database. This sample can be expanded and customized to the needs and requirement of the MTCA.



City/Town information Form

MTCA TOWN INFORMATION										Search Town/City	
ID #:	1		City/Town				Office Phone		Ext1	0	Add Town/City
City/Town Name	Abington				Clerk's Phone		Ext2	0	Prev	Next	
Address											Close Form
City/Town	Abington		State	MA	Zip						
<i>Only if different than main address</i>											
Mailing Address					Current Population		15757				
City State Zip	Abington				Current Clerk:		Leanne M. Adams				
MEMBERS PAST MEMBERS CONFERENCES CLASSES											
MemID	Last Name	First Name	MI	Position	Benefits_Err	Benefits_Wr	ClerkStaffApp	DuePaid	MemberType		
16	Adams	Leanne	M.	Clerk				6/5/2017	ACTIVE Less Than 1000		
*	(New)										

City/Town information will track the following:

- Current Members
- Past Members
- Conferences and all members that attended
- Class all town/city members have registered

Member Information Form

Once a member is added to this form, the member will automatically be list in the town/city that it is a registered or past member.

Search Member										Search City/Town	
Member ID	16		Position		Clerk		Add Member				
Last Name	Adams						Close Form				
First Name	Leanne		MI	M.							
City/Town	Abington										
Email											
Membership Conferences Classes/Courses											
DueYear	Date Sent	Date Paid	Membership Type	Status	Amount Due	MTCA Email	MTCA Webs	Clerk Staff Approved			
2017	6/4/2017	6/5/2017	ACTIVE Less Than 1000	ACTIVE	\$15.00						
*											

Member information will track the following:

- Membership payments and MTCA benefits
- The membership history and status
- Conference's registered
- Class registered and completed
- Report on all class completed

Conference Information Form

Search Conference											
Conference Name: 2017 Annual MTCA/MCCA Spring Conference				Location: Hotel 1620		Close Form					
Start Date: 6/14/2017		End Date: 6/16/2017		Address:							
City, State and Zip:											
Registration Classes											
Town	Name	# Attending	RegDate	RegDatePaid	RegAmtPaid	Registration	Late Reg	Day1 Breakfast	Day1 Lunch	Day1 Banquet	Dinner Choice
Abington	Adams, Leanne	1		\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	
*		0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Conference information will track the following:

- All registrations to the conference.
- If member has not paid for MTCA membership, they will not be able to register for the conference.
- Registration, dates, payment, and meal choices.
- Classes that will be given at the conference.

- Class roster will available for each class
- Register members in the class
- All information will automatically update Member Information, and Town Information forms
- Print out class sign in
- Print certificate for members that completed classes

Customization will be on going to meet MTCA needs. Customization can be done remotely with GoTo Assist. Customization will include:

- Creating new fields
- Updating Forms
- Updating Reports
- Helping with working with data, in MS Excel, MS Word mail merge, MS Outlook.

Reports

- Dues Invoice will be created as a report in database and as a mail merge in MS Word
 - see sample **DUES INVOICE TEMPLATE**
- All Reports will be able to be emailed or exported as a MS Word or MS Excel document
- Reports can be added or customized anytime

ABOUT LL DATA DESIGNS

- Lisa Pagano is the owner of LL Data Designs and has been in business for 24 years.
 - Lisa Pagano has a master in computer education. She can show you the best and easiest way to handle your data.
 - All customization will be done by Lisa Pagano
 - LL Data Designs has over 100 database in Massachusetts and is known for exceptional customization and customer service.
- *References' upon request

DATABASE PRICING

Option 1:

- Database Payment of \$2095.00
- 1 year maintenance free, after the year, \$395.00 yearly maintenance

Option 2:

- 2 years of 3 Tables Free at MTCA, at the fall, winter and spring conferences.
- Adverting link on MTCA website
- 1 year maintenance free, after the year, \$395.00 yearly maintenance

FY 17 MTCA ACTIVE MEMBERSHIPS
AS OF 6.8.2017

Town/City	Name	Pop.	Member Fee
Abington	Leanne M. Adams	15,757	\$100
Acton	Eva K. Szkaradek	22031	\$100
Acushnet	Pambela Labonte	9,828	\$75
Adams	Haley A Meczywor	8,556	\$75
Agawam	Vincent Gioscia	28,000	\$150
Amesbury	Bonnijo Kitchin	16,283	\$100
Amherst	Sandra J Burgess	37,819	\$150
Andover	Lawrence J Murphy	33,201	\$150
Arlington	Stephanie L Lucarelli	42,000	\$150
Ashburnham	Michelle Johnson	6,181	\$75
Ashby	Lorraine Pease	3,122	\$35
Ashfield	Ann Dunne	1,800	\$35
Ashland	Tara M Ward	16,593	\$100
Athol	Nancy E Burnham	11,584	\$100
Auburn	Debra A. Gremo	15,182	\$100
Avon	Patricia Bessette	4,300	\$35
Ayer	Susan E Copeland	6,724	\$75
Barnstable	Ann Quirk	45,193	\$150
Barre	Ellen M Glidden	4,976	\$35
Becket	George Roberts	1,0600	\$35
Bedford	Doreen Tremblay	14,058	\$100
Belchertown	Colleen K Toothill-Berte	15,100	\$100
Bellingham	Ann L Odabashian	15,800	\$100
Belmont	Ellen O'Brien Cushman	23,509	\$100
Berkley	Deborah Pereira	6,500	\$75
Berlin	Eloise E Salls	3,000	\$35
Billerica	Shirley E Schult	40,243	\$150
Blackstone	Claudette C Dolinski	8,655	\$75
Blandford	Mary N Kronholm	1,187	\$35
Bolton	Pamela H Powell	5,410	\$75
Bourne	Barry H. Johnson	21,492	\$100
Boxborough	Elizabeth Markiewicz	5,000	\$35
Boxford	Robin Phelan	8,500	\$75
Boylston	Sandra L Bourassa	4,235	\$35
Braintree	James M Casey	35,700	\$150
Brimfield	Robert Sullivan	3,700	\$35
Brewster	Colette M Williams	9,400	\$75
Bridgewater	Marilee Kenney Hunt	27,500	\$150
Brookfield	Michael P. Seery	3,490	\$35
Brookline	Patrick J Ward	58,666	\$150
Buckland	Janice D. Purington	1,850	\$35
Burlington	Amy E Warfield	25,426	\$150
Canton	Tracy K Kenney	21,272	\$100

FY 17 MTCA ACTIVE MEMBERSHIPS
AS OF 6.8.2017

Carlisle	Charlene M. Hinton	5,380	\$75
Carver	Lynn Doyle	11,500	\$100
Charlemont	Kathy A. Reynolds	1,057	\$35
Charlton	Darlene L Tully	12,824	\$100
Chatham	Julie Smith	6,200	\$75
Chelmsford	Onorina Z. Maloney	34,000	\$150
Cheshire	Christine B Emerson	3,348	\$35
Chester	Susan Kucharski	1,308	\$35
Chesterfield	Sandra Wickland	1,250	\$35
Chilmark	Jennifer Christy	1,185	\$35
Clarksburg	Carol Jammalo	1,600	\$35
Clinton	Holly P. Sargent	13,606	\$100
Cohasset	Carol St. Pierre	8,225	\$75
Colrain	Robin Hartnett	1,620	\$35
Concord	Anita S Tekle	18,957	\$100
Conway	Virginia A Knowlton	1,986	\$35
Cummington			\$15
Dalton	Deborah J. Merry	6,939	\$75
Danvers	Joseph L Collins	23,791	\$100
Dartmouth	Lynn M Medeiros	33,511	\$150
Dedham	Paul M Munchbach	23,332	\$100
Deerfield	Barbara J. Hancock	4,056	\$35
Dennis	Theresa T. Bunce	13,373	\$100
Dighton	Sue Medeiros	7,692	\$75
Douglas	Christine E G Furno	8,642	\$75
Dover	Felecia S Hoffman	6,201	\$75
Dudley	Ora E Finn	11,000	\$100
Dunstable	Carol A Skerrett	3,165	\$35
Duxbury	Susan C Kelley	15,937	\$100
E Bridgewater	Dina Livingston	13,835	\$100
E Longmeadow	Thomas P. Florence	15,900	\$100
Eastham	Susanne Fischer	5,100	\$75
Easton	Jeremy Gillis	23,112	\$100
Edgartown	Wanda M Williams	4,722	\$35
Egremont	Juliette Haas	1,200	\$35
Erving	Richard Newton	1,500	\$35
Essex	Christina J St. Pierre	3,400	\$35
Fairhaven	Eileen M Lowney	15,551	\$125
Fall River	Alison M Bouchard	88,962	\$150
Falmouth	Michael Palmer	27,903	\$150
Florida	Lisa H Brown	705	\$15
Foxborough	Robert E. Cutler, Jr.	17,102	\$100
Framingham	Valerie Mulvey	68,318	\$150
Franklin	Teresa M. Burr	33,000	\$150
Freetown	Jacqueline A. Brown	8,970	\$75

FY 17 MTCA ACTIVE MEMBERSHIPS
AS OF 6.8.2017

Gardner	Alan L Agnelli	20,228	\$100
Georgetown	Janice McGrane	8,500	\$75
Gill	Lynda Hodsdon Mayo	1,493	\$35
Goshen	Gina Papineau		\$15
Grafton	Donna M Girouard	17,859	\$100
Granby	Katherine A Kelly-Regan	6,226	\$75
Great Barrington	Marie Y Ryan	7,000	\$75
Greenfield	Deborah J Tuttle	18,500	\$100
Groton	Michael Bouchard	10,800	\$100
Hadley	Jessica Spanknebel	5,000	\$35
Halifax	Barbara J Gaynor	7,511	\$75
Hamilton	Andrea J. Carlson	8,174	\$75
Hampden	Eva A Wiseman	5,139	\$75
Hancock	Linda C Burdick	734	\$15
Hanover	Catherine Harder-Bernier	14,590	\$100
Hanson	Elizabeth Sloan	9,749	\$75
Hardwick	Paula L Roberts	2,988	\$35
Harvard	Janet A. Vellante	5,778	\$75
Harwich	Anita N Doucette	10,500	\$100
Hatfield	Lydia Szych	3,397	\$35
Haverhill	Linda Koutoulas	64,000	\$150
Hawley	Pamela Shrimpton	324	\$15
Heath	Hilma A Sumner	706	\$15
Hingham	Eileen A McCracken	22,891	\$100
Holbrook	Jeanmarie Tarara	10,791	\$100
Holden	Cheryl A. Jenkins	18,373	\$100
Holland	Sharon Ashleigh	2,600	\$35
Holliston	Elizabeth T. Greendale	14,877	\$100
Holyoke			\$100
Hopedale	Lisa Pedroli	5,654	\$75
Hopkinton	Connor Degan	16,745	\$100
Hubbardston	Joyce E. Green	4439	\$35
Hudson	Joan M Wordell	19,063	\$100
Hull	Lori West	11100	\$100
Ipswich	Pamela Z Carakatsane	13,462	\$100
Kingston	Paul M Gallagher	13,000	\$100
Lakeville	Lillian M Drane	11,200	\$100
Lancaster	Mary de Alderete	7,011	\$75
Lanesborough	Ruth Knysh	2,908	\$35
Lee	Brandi J Page	4,940	\$35
Leicester	Deborah Davis	10,750	\$100
Lenox	Kerry L. Sullivan	5,087	\$75
Leverett	Lisa Stratford	1,852	\$35
Lexington	Nathalie L. Rice	32,443	\$150
Leyden	Elizabeth Johnson	682	\$15

FY 17 MTCA ACTIVE MEMBERSHIPS
AS OF 6.8.2017

Lincoln	Susan F Brooks	6,832	\$75
Longmeadow	Katherine T Ingram	15,543	\$100
Ludlow	Laurie Gibbons	18,753	\$100
Lunenburg	Kathryn M. Herrick	10,423	\$100
Lynnfield	Trudy L Reid	12,769	\$100
Manchester by the Sea	Denise Samolchuck	5,667	\$75
Mansfield	Marianne E. Staples	23,794	\$100
Marblehead	Robin A Michaud	20,000	\$150
Marion	Ray E Pickles	5,116	\$100
Marshfield	Narice A Casper II	24,340	\$100
Mashpee	Deborah Dami	14,024	\$100
Mattapoisett	Catherine L Heuberger	6,500	\$75
Medfield	Carol A Mayer	12,369	\$100
Medway	Maryjane White	13,400	\$100
Mendon	Margaret Bonderenko	6,114	\$75
Merrimac	Patricia True	6,500	\$75
Middleborough	Allison J Ferreira	22,923	\$100
Middleton	Irene B. Twiss	9,000	\$75
Milford	Amy E Hennessey Neves	27,999	\$150
Millbury	Jayne Marie Davolio	13,261	\$100
Millis	Lisa Jane Hardin	8,600	\$75
Millville	Diane C. Lockwood	3,027	\$35
Milton	Susan Galvin	27,003	\$150
Monroe	Marcella Stafford Gore	115	\$15
Monson	Mary F Watson	8,560	\$75
Montague	Deb Bourbeau	8,500	\$75
Montgomery	Judith Murphy	7	\$15
Mt Washington	Gail E Garrett	139	\$15
Nahant	Margaret R Barile	3,521	\$35
Nantucket	Catherine Flanagan Stover	13,197	\$100
Natick	Diane Packer	33,006	\$150
Needham	Theodora K Eaton	31,000	\$150
New Marlboro	Katherine M. Chretien	1,342	\$15
New Salem	Stacy Senflug	907	\$15
Newbury	Leslie A. Haley	6,415	\$75
Norfolk	Carol Greene	9,801	\$75
North Attleboro			\$150
North Andover	Joyce A Bradshaw	32,000	\$150
North Brookfield	Sheila A Buzzell	4,462	\$35
North Reading	Barbara Stats	15,665	\$100
Northborough	Andrew T Dowd	14,785	\$100
Northbridge	Doreen A Cedrone	15,707	\$100
Northfield	Daniel R Campbell	3,023	\$35
Norton	Lucia Longhurst	19,031	\$100
Norwell	Patricia M Anderson	11,081	\$100

FY 17 MTCA ACTIVE MEMBERSHIPS
AS OF 6.8.2017

Norwood	Thomas J. McQuaid	28,388	\$150
Oak Bluffs	Laura B Johnston	5,399	\$75
Orange	Nancy M Blackmer	7,800	\$75
Orleans	Cynthia S May	6,212	\$75
Otis	Lyn Minery	1,432	\$35
Oxford	Lori A Kelley	12,293	\$100
Palmer	Susan M. Coache	10,900	\$100
Paxton	Susan E. Stone	4184	\$35
Pelham	Kathleen Martell	1,050	\$35
Pepperell	Lisa M Ferolito	11,646	\$100
Peru	Kim Leach	820	\$15
Petersham	Diana L Cooley	1,300	\$35
Phillipston	Karin L Foley	1,772	\$35
Plainville	Ellen M. Robertson	8,200	\$75
Plymouth	Laurence R Pizer	56,794	\$150
Plympton	Tara J Shaw	2,851	\$35
Princeton	Lynne Grettum	3,540	\$35
Provincetown	Doug Johnstone	3,062	\$35
Raynham	Marsha L. Silvia	13,383	\$100
Reading	Laura A Gemme	25,910	\$150
Rehoboth	Laura L Schwall	12,219	\$100
Richmond	Katherin M Zahn	1,465	\$35
Rochester	Naida Parker	5,380	\$75
Rockland	Donna Shortall	17,325	\$100
Rockport	Patricia E Brown	7,000	\$75
Rowe	Jennifer A Morse	353	\$15
Rowley	Susan G. Hazen	6,200	\$75
Russell	Virginia M. Hardie		\$35
Rutland	Anita K Carlson	8,850	\$75
Salisbury	Melinda J Morrison	7,475	\$75
Sandisfield	Dolores Harasyko	825	\$15
Sandwich	Taylor D White	20,000	\$100
Saugus	Ellen J. Schena	25,138	\$150
Savoy	Brenda G Smith	626	\$15
Scituate	Kathleen A. Curran	18,490	\$100
Seekonk	Janet Parker	13,400	\$100
Sharon	Marlene B Chused	18,051	\$100
Sheffield	Felecie Joyce	3,500	\$35
Shelburne	Joseph J. Judd	1862	\$35
Sherborn	Carole B Marple	4,478	\$35
Shirley	Amy R McDougall	5,800	\$75
Shrewsbury	Sandra E Wright	33,878	\$150
Shutesbury	Susie Mosher	1,820	\$35
Somerset	Dolores Berge	17,056	\$100
Somerville	John J Long	75,432	\$150

FY 17 MTCA ACTIVE MEMBERSHIPS
AS OF 6.8.2017

South Hadley	Carlene C Hamlin	18,228	\$100
Southborough	James F. Hegarty	9,653	\$75
Southbridge	Madaline I. Bonadies	15,589	\$100
Southampton	Janine Domina	6,000	\$75
Southwick	Michelle Hill	9,502	\$75
Spencer	Laura J. Torti	10,394	\$100
Sterling	Dawn E Michanowicz	7,870	\$75
Stockbridge	Teresa Iemolini	1,867	\$35
Stoneham	Maria R Sagarino	21,497	\$100
Stow	Linda E Hathaway	6,835	\$75
Stoughton	Amy Summers		\$100
Sturbridge	Lynne Girouard	10,164	\$100
Sudbury	Rosemary B Harvell	18,192	\$100
Sunderland	Wendy Houle	3,641	\$35
Swampscott	Susan J Duplin	13,697	\$100
Swansea	Susan E Taveira	15,965	\$100
Templeton	Carol A Harris	7,500	\$75
Tewksbury	Denise Graffeo	30,425	\$150
Tisbury	J. Hillary Conklin	4,500	\$35
Tolland	Susan H Voudren	525	\$15
Topsfield	Ann D Gill	6,737	\$75
Townsend	Kathleen M Spofford	8,744	\$75
Truro	Cynthia A Slade	2,080	\$35
Tyngsborough	Joanne Shifres	11,400	\$100
Tyringham	April Curtin	497	\$15
Upton	Kelly A. McElreath	7,613	\$75
Uxbridge	Kelly J Dumas	12,900	\$100
W Bridgewater	Anne G. Iannitelli	7,017	\$75
W Stockbridge	Ronni Barrett	1,300	\$35
Wakefield	Betsey Sheeran	24,200	\$100
Wales	Leis Phinney	1,886	\$35
Walpole	Danielle M Sicard	24,307	\$100
Ware	Nancy J Talbot	9,872	\$75
Warren	Nancy J. Lowell	4,500	\$35
Warwick	Rosa Fratangelo	750	\$15
Washington	Allison Mikaniewicz	653	\$15
Wayland	Beth R. Klein	13,409	\$100
Webster	Robert T. Craver	1,600	\$100
Wellesley	Kathleen Nagle	27,982	\$150
Wellfleet	Joseph F Powers	3,100	\$35
Wendell	Gretchen Smith	875	\$15
Wenham	Dianne K Bucco	5,000	\$35
West Boylston	Kim D Hopewell	7,669	\$75
West Tisbury	Tara Whiting	3,151	\$35
Westborough	Wendy L Mickel	18,272	\$100

FY 17 MTCA ACTIVE MEMBERSHIPS
AS OF 6.8.2017

Westford	Kaari Mai Tari	22,000	\$100
Westhampton	Patricia W Cotton	1,717	\$35
Westminster	Ellen M Sheehan	7,400	\$75
Weston	Deborah M Davenport	11,391	\$100
Westport	Marlene M Samson	15,076	\$100
Westwood	Dorothy A Powers	14,618	\$100
Weymouth	Kathleen A. Deree	52,216	\$150
Whately	Lynn M Sibely	1,502	\$35
Whitman	Dawn M. Varley	14,309	\$100
Wilbraham	Beverly J Litchfield	14,500	\$100
Williamsburg	Brenda Lessard	2,528	\$35
Williamstown	Mary Courtney Kennedy	7,900	\$75
Wilmington	Sharon A George	22,500	\$100
Winchester	Mary Ellen Lannon	22,600	\$100
Winthrop	Carla Vitale	17,000	\$100
Wrentham	Cynthia L. Thompson	11,747	\$100
Yarmouth	Philip Gaudet	21386	\$100

ACTIVE AFFILIATE MEMBERSHIPS

Beverly	Wes Slate	40,000	\$100
Chicopee	Janina Surdyka	55,298	\$100
Easthampton	Barbara L LaBombard	16,023	\$100
Fitchburg	Anna M Farrel	40,318	\$100
Gloucester	Joanne M. Senos	28,789	\$100
Marlborough	Lisa Thomas	40,000	\$100
Melrose			\$100
Methuen	Christine Touma-Conway	49,000	\$100
Newton	David A. Olson	86,000	\$100
North Adams	Marilyn Gomeau	12,967	\$100
Northampton	Wendy Mazza	28,549	\$100
Revere	Ashley Melnik	53,756	\$100
Salem	Cheryl A Lapointe	41,340	\$100
Springfield			\$100
Taunton	Rose Marie Blackwell	55,874	\$100
West Springfield	Otto J. Frizzell	28,391	\$100
Woburn	William C Campbell	38,120	\$100

RETIREE MEMBERSHIPS

Becket	Jeanne W. Pryor	\$10
Foxborough	Arlene Marie Crimmins	\$10
Middleborough	Eileen S Gates	\$10
Sturbridge	Lorraine Murawski	\$10
W Bridgewater	Nancy L Morrison	\$10

FY 17 MTCA ACTIVE MEMBERSHIPS
AS OF 6.8.2017

COMMUNITIES WITH ASSOCIATE MEMBERSHIPS

Ashland	Cindy Livingstone	\$25	Salisbury	Lynne Karpenko	\$25
Barnstable	Janet Murphy	\$25	Seekonk	Florice Craig	\$25
Belmont		\$25	Southborough	Amy Townsley	\$25
Bolton	Jennifer Marquis	\$25	Southborough	Michelle Jenkins	\$25
Braintree	Debra Starr	\$25	Sudbury	Rose M Miranda	\$25
Bridgewater	Jolie Sprague-Martin	\$25	Townsend	Carolyn Smart	\$25
Concord	Patricia A. Clifford	\$25	Wales	Susan Hubbell	\$25
Dedham		\$25	Wayland		\$50
Dennis	Laura C. McCarthy	\$25	Wayland	Juith L St Croix	\$50
Dighton	Pam Waller	\$25	West Boylston	Elaine S. Novia	\$25
Eastham	Cindy Nicholson	\$25	Westborough	Deborah Ledoux	\$25
Easton	Peter Van Der Hey	\$25	Westford	Patricia Dubey	\$25
Easton	Teressa Wooding	\$25	Westminster	Betsy Haley-Cormier	\$25
Edgartown	Karen R Medeiros	\$25	Wrentham	Ellen Wojcik	\$25
Fall River	Ines Da Silva Paulino Leite	\$25			
Foxborough	Pamela J. Riccio	\$25			
Framingham	Lisa Ferguson	\$25			
Franklin	Nancy Danello	\$25			
Freetown	Cheryl Estrella	\$25			
Greenfield	Gail V Zukowski	\$25			
Halifax	Susan M Lawless	\$25			
Hanover		\$25			
Hanson	Jean Kelly	\$25			
Harvard	Erin Baker	\$25			
Holden	Dale T Hickey	\$25			
Hopkinton	Brenda McCann	\$25			
Lincoln	Valerie Fox	\$25			
Millville	Krestina Alward	\$25			
Milton		\$25			
Norfolk	Anthony Turi	\$25			
North Andover	Suzanne Pelich	\$25			
Northbridge	Linda B. Zywiec	\$25			
Oak Bluffs	Catherine K Plesz	\$25			
Orleans	Kelly Darling	\$25			
Plympton	Patricia L Detterman	\$25			
Raynham	Pamela Menconi	\$25			
Raynham	Amy Canepa	\$25			
Revere	Caitlin Welch	\$25			
Revere	Diane Colella	\$25			
Rockport	Linda A. Emerson	\$25			
Salem		\$25			

MOTION:

That a communication from the Massachusetts Town Clerks Association be forwarded to the Governor of the Commonwealth, Massachusetts Senate President and Massachusetts Speaker of the House asking that they request an opinion of the Justices of the Supreme Judicial Court as to whether adoption and implementation of Massachusetts General Laws Chapter 54, Section 25B and the regulations promulgated thereunder, namely 950 CMR 47.00 abrogated Article LXIV as amended by Article LXXX and Article LXXXII, and Article XLV as amended by Article LXXVI and Article CV, of the Massachusetts Constitution with regard to so-called early voting.

Submitted,
William C. Campbell
Woburn City Clerk
May 30, 2017

Early voting contrary to specific provisions of the Massachusetts Constitution

The so-called “early voting” enabling legislation was Section 12 of Chapter 111 of the Acts of 2014 (hereinafter “the Act”) establishing Chapter 25B of chapter 54 of the General Laws (hereinafter “the Statute”). Regulations promulgated by the state secretary thereunder are 950 CMR 47.00 (hereinafter “the Regulations”).

The greatest issue with the Act and Statute is that such action by the General Court violated clear, express and explicit provisions of the Massachusetts Constitution (hereinafter “the Constitution”). The General Court has no authority to make any law that is repugnant or contrary to the Constitution. It has long been known and agreed that early voting, otherwise known as no excuse absentee voting, would require an amendment to the Constitution. However, in 2014, the General Court acted to adopt legislation allowing early voting knowing of these restrictions in the Constitution.

If the General Court judged early voting to be for the good and welfare of the commonwealth, the proper procedure would be to lay the matter before a joint session of the House and Senate in conformity with the provisions of Articles XLVIII (48) and LXXXI (81) of the Constitution. After receiving an affirmative vote of the joint session, the matter would be referred to the next sitting of the General Court. If at the next sitting of the General Court the matter again receives an affirmative vote at the joint session, the amendment shall be submitted to the people at the next state election. The citizens then decide whether such an amendment to the Constitution is acceptable. The General Court had pursued such a strategy with respect to no excuse absentee voting several times but has never completed the required steps. Simply adopting the Statute while ignoring the requirements and restrictions of the Constitution was not a valid action by the General Court.

Section 3 of Article LXIV (64) as amended by LXXXII (82) establishes a singular and specific day as election day as follows [emphasis added]:

Section 3. The first election to which this article shall apply shall be held on the Tuesday next after the first Monday in November in the year nineteen hundred and sixty-six, and thereafter elections for the choice of a governor, lieutenant-governor, secretary, treasurer and receiver-general, attorney general, and auditor shall be held quadrennially on the Tuesday next after the first Monday in November and elections for the choice of councillors, senators and representatives shall be held biennially on the Tuesday next after the first Monday in November.

On three occasions over the last 100 years, the citizens of Massachusetts voted to amend the State constitution to allow voting other than on election day, known as absentee voting. As a result of these amendments, the general court was given the power to provide for voting by voters who at the time of such an election are absent from the city or town (Article XLV (45) approved in 1917), are unable by reason of physical disability to cast their votes in person at the polling places (Article LXXVI (76) approved in 1944), or who hold religious beliefs in conflict

with the act of voting on the day on which such an election is to be held (Article CV (105) approved in 1976). These amendments provide for voting in an election by absentee ballots for three narrow and specific reasons. The amendment reads as follows [emphasis added]:

Article XLV. The general court shall have power to provide by law for voting, in the choice of any officer to be elected or upon any question submitted at an election, by qualified voters of the commonwealth who, at the time of such an election, are absent from the city or town of which they are inhabitants or are unable by reason of physical disability to cast their votes in person at the polling places or who hold religious beliefs in conflict with the act of voting on the day on which such an election is to be held.

The Massachusetts Constitution has two unambiguous sections. One, the biennial election shall be held on one definite and particular day. Second, if a voter meets one of three specific conditions, she can vote by absentee ballot on a day other than that specific day. Despite these clear provisions of the Constitution, the General Court adopted M.G.L. Chapter 54, Section 25B allowing for early voting during biennial elections up to eleven business days before the election for any reason, not limited to those enumerated under Article XLV (45). If the early voting statutes violate the Massachusetts Constitution, the legitimacy of any election conducted using these early voting provisions could be jeopardized.

The only way in which early voting could be considered legitimate is to find that each day of the early voting period is an election day, in view of the constitutionally limited purposes for which a voter can vote other than on election day. However, such a finding ignores Section 3 of Article LXIV (64). Further, if assuming *arguendo* that each day of the early voting period is election day, it is possible that if a voter is absent from the city during the hours that the polls are open, has a physical inability to get to the polling place or holds religious beliefs in conflict with the act of voting on the day on which such an election is held *on any one of the eleven business days during the early voting period*, not just on the Tuesday next after the first Monday in November, such a voter could claim a right to vote by absentee ballot.

There is a reason why this concept is important. The absentee ballot amendments and early voting statute treat similarly situated voters differently. While the procedures for absentee voting and early voting under the applicable regulations are strikingly similar, there is one significant difference. Based on 950 CMR 47.09(7) and 950 CMR 47.10(7), once a voter hands her early voting ballot over to a local election official, the ballot is considered cast and such voter shall not be allowed to vote in any other manner in that election. Contrast this with M.G.L. Chapter 54, Section 100. The Secretary of the Commonwealth interprets this section in the “Election Day Legal Summary” as follows: “A person who has completed an absentee ballot who later wishes to vote in person on Election Day may do so if her ballot has not yet been processed. The voter, at check in, may request from the presiding officer that they be permitted to vote at the polls. G.L. c. 54, § 100.”

For an early voter, her ballot is deemed cast the moment the ballot is handed over to the local election official. For the absentee voter, he has the opportunity to change his vote right up until the close of polls on election day. If there is a revelation or new information that comes to the

attention of the absentee voter, often referred to as an “October surprise”, he has the opportunity to make arrangements to appear at the polls on election day and change his vote. The early voter, once she hands her ballot to the local election official, is prohibited from changing her vote. This creates a second class voter and treats similarly situated voters differently.

The results from any biennial election in which early voting is implemented can be challenged due to statutory procedures which are in conflict with constitutional restrictions. There are real and legitimate concerns that this raises, which are demonstrated by the following example. There were eleven Presidential electors selected in Massachusetts for the 2016 election. Although in the end there was a significant difference between the electoral vote counts of President Trump and Secretary Clinton, right through election day there was widespread speculation of a much closer result. Such a close result, although not coming to fruition in 2016, is a genuine possibility for any such election.

In 2000, there was a six electoral vote difference between President Bush and Vice President Gore. If there is a similar result in the future and the Massachusetts election is challenged, the election results could be delayed until after the Electoral College meets and the voters of Massachusetts will lose their voice in the election. However, this principal also applies to the results of public policy ballot questions as well as to hundreds of down ballot races any of which could be challenged.

The Statute abrogates the rights of the voters by establishing a statutory scheme that could only be authorized by a vote of the people amending the Constitution. While the General Court does have authority regarding the manner of calling and conducting elections, such language in various forms has been present in the Constitution since at least as early as 1885. At no time was absentee voting established or extended relying on such authority. As late as May 8, 2013, the General Court met in joint session pursuant to the provisions of Article XLVIII (48) and LXXXI (81) to consider a legislative amendment to the Constitution relative to absentee and early voting. The General Court did so because such action was required to achieve their desired end.

With respect to absentee voting, of which early voting is merely a form, constitutional amendments approved by votes of the citizens of the Commonwealth have been required to create and expand the process for over 100 years. The General Court violated the principle of the rule of law by adopting a statute in a manner that clearly violated provisions of the Massachusetts Constitution the amendment of which had been reserved by the people and thereby infringed upon the citizens’ right of self-governance.

William C. Campbell
Woburn, Massachusetts

Dated: April 12, 2017

Conference Registration Administrator Report:

Total number registered for the Plymouth conference (as of June 8, 2017): 232
(2016 – 322 2015 - 266 2014 - 279 2013 - 245 2012 - 273)

Total collected as of June 8, 2017:

Registration total - \$ 10,250.00
Meals total - \$ 14,113.00
 \$ 24,613.00

Certification Administrator Report:

Plymouth, 2017 – NEW CMMC’S:

Barbara J. Gaynor, Halifax
Melinda J. Morrison, Salisbury
Lydia Szych, Hatfield
Amy K. Akell, Stoughton

1st CMMC Recertification:

Laura A. Gemme, Reading

2nd CMMC Recertification:

Joan M. Wordell, Hudson
Kelly A. McElreath, Upton
Sandra J. Burgess, Amherst
Doreen A. Cedrone, Northbridge
Andy Dowd, Northborough

3rd CMMC Recertification:

Margaret R. Bonderenko, Mendon
Beverly J. Litchfield, Wilbraham

4th CMMC Recertification:

Barbara Stats, North Reading
Marianne E. Staples, Mansfield
Catherine Flanagan Stover, Nantucket


5th CMMC Recertification:

Naida L. Parker, Rochester

6th CMMC Recertification:

Theodora K. Eaton, Needham

Respectfully Submitted,



Andy Dowd

From: Debra Gremo <dgremono@town.auburn.ma.us>
Sent: Monday, May 15, 2017 11:44 AM
To: Andy Dowd
Cc: MRyan@Townofgb.org
Subject: CMMC test

Hi Andy,

I would like to respectfully ask that the CMMC Certification Program/Test be offered to clerks prior to being a clerk for three years. You suggested I send an email. In some cases the clerks may have been in the office as an assistant and do have the experience. I would really like to be able to take it before my next election. Seeing the exam is offered in January and July. I am going into my 3rd year as an elected clerk and would very much like to be able to take the exam before the election. Is it possible to be able to take the exam going into the third year as a clerk be considered? I have completed many courses by the Massachusetts Town Clerks' Association and also graduated from NEMCI and have the CMC designation. I am a member of the Education Committee and have been a clerk in the Town of Auburn for 2 years. At our last meeting for the Education Committee the subject of the CMMC Certification Program/Test was discussed. In addition to being a member of the MTCA, I am a member of IIMC and the NEATCA as well as the WCCTCA. Please consider clerks beginning their 3rd year, it would be great for them coming up on re-election to be able to say they are a Certified MA Municipal Clerk.

Thanks

Deb
Best Regards,
Debra A. Gremo, CMC
Town Clerk
104 Central Street
Auburn, MA 01501
Ph: 508-832-7701 Fax: 508-832-4192
www.auburnguide.com

Annual Town Election - Tuesday May 16th

Polls open 8am - 8pm When writing or responding, please remember that the MA Secretary of State's Office has determined that email is a public record and therefore subject to public access under the Mass Public Records Law. M.G.L.c.66§10.

5/2/2017



MTCA Early Voting Survey Analysis

[Type the document subtitle]



Larry Warfield

MTCA Early Voting Survey Analysis

The detailed responses were downloaded, cleaned & loaded into Tableau's data visualization software for analysis. This data is available on-line at https://public.tableau.com/views/ClerkAnalysis-Prelim/ExecSum12?:embed=y&:display_count=yes&:toolbar=no . There you can walk through tabs of information summarizing the results. Additionally, on the !Selection tab you can dynamically create your own subsets of data using factors like Community size, County, Tabulation Method, and Central Tabulation Facility.

Respondents

The survey represents completed responses from 252 communities representing 71.7% of Massachusetts' cities & towns.

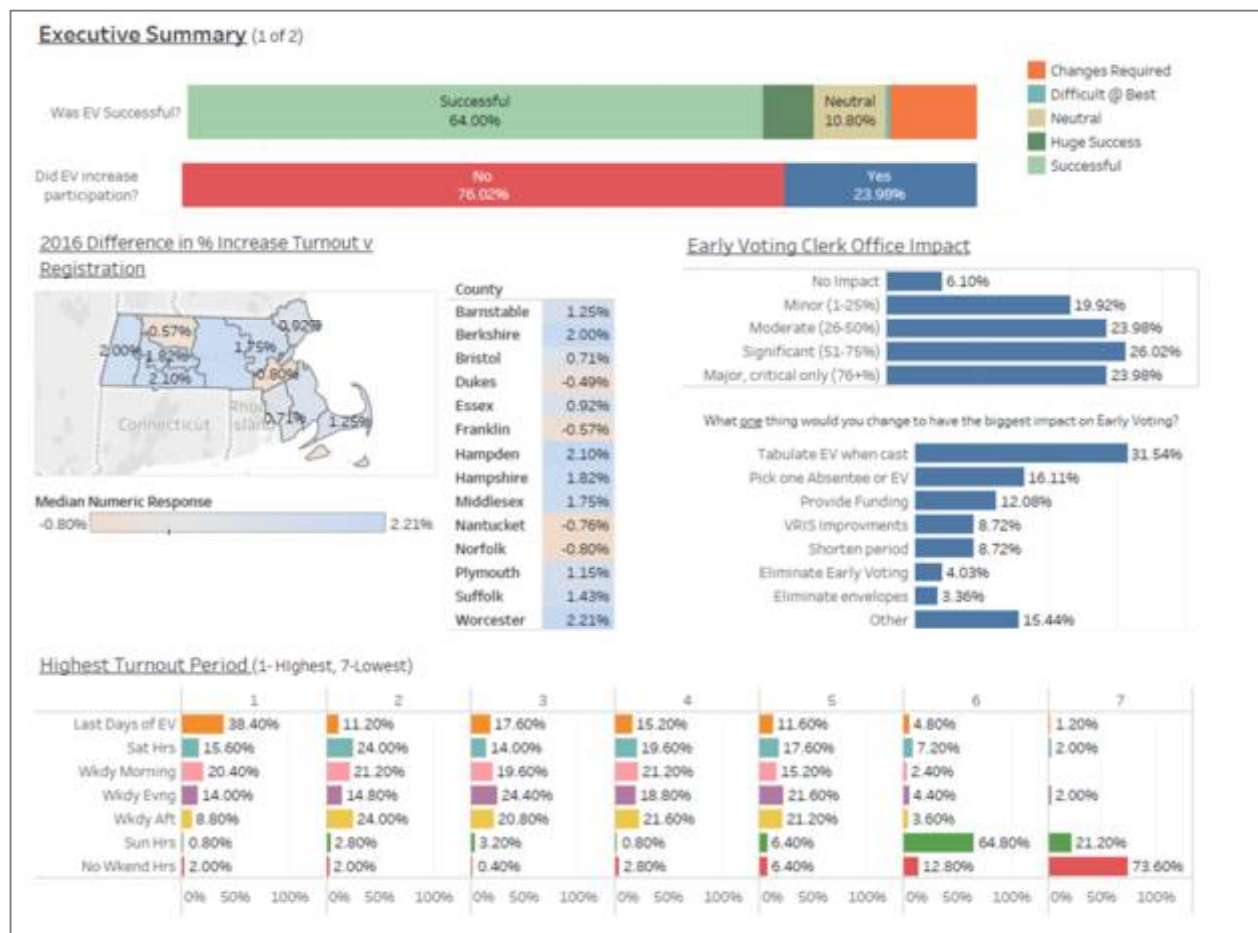
Response Profiles

When looking at the survey results many answers are consistent across communities. However, some answers were common to a certain size of community. I grouped communities into small, medium and large based upon reported registered voters. This table provides a profile of each of these groups.

		Average	Small	Medium	Large
Registered Voters			1-10,000	10,001-25,000	>25,000
Number of Communities			132	88	30
Percent of Respondents			52%	35%	12%
Voting Location	Clerk's Office	58%	59%	31%	12%
	Same Building as Clerk	39%	40%	62%	71%
Equipment	Accuvote	60%	54%	68%	63%
	Imagecast	15%	18%	19%	13%
	Paper	13%	32%	1%	0%
Multiple Locations (business hours)		9%	6%	6%	33%
Early Voter List	Paper	62%	66%	63%	43%
	VRIS	23%	28%	20%	10%
	Poll Book/Pad	14%	5%	16%	46%
Central Tabulation		26%	8%	28%	20%

In the following sections I provide an Executive Summary of the key findings applicable across all communities either graphically or in bulleted form followed by sections identifying the findings that were common to communities based upon their size. Throughout the document I use the term Clerk this generally applies either to the Town / City Clerk or the community's Chief Election Official .

Executive Summary



The data shows

- 70% of respondent believe Early Voting was successful
- Only 24% of respondents believed that it increase participation
- Reported voter turnout grew 0.99% over the rate of increase in voter registration. On a county basis the change ranged from -0.8% (Norfolk) to +2.21% (Worcester)
- Half of the clerks reported significant to major impacts to their operations reducing service by 50% or more
- The highest turnout periods reported were
 - Last days of early voting was the clear leader
 - Saturday and Weekday morning hours were very close for second & third

- When asked what one thing they would change to have the greatest impact on Early Voting (The Magic Wand question)
 - 31% said they would tabulate the early votes when cast with the associated benefits that accompany that including eliminating envelopes, check in/out, tabulation on Election Day
 - 16% want to standardize on either Absentee Voting or Early voting to reduce the confusion and work associated with two different methods
 - 12% want more funding to be provided to address issues



The data also showed

- Early Voting by mail was not utilized (0.60%). In the detailed questions 96.81% felt that it did not play an important part and should be eliminated (82.93%)
- Clerks' major concerns were
 - Cost (57.68%) and the
 - Unreasonable extra hours required (54.96%)
 - Also significant were the overhead of processing EV ballots in VRIS (44.03%) and the daily reconciliation of cast ballots (39.18%).
- They reported that Voters were primarily concerned about
 - Confidentiality of the envelopes containing their votes (52.44)
 - That their votes weren't tabulated when completed (33.74%)
- Early voting was a lot of work and cost for little direct benefit
 - The increase in turnout was negligible
 - The reduction on election day was offset by increase in complexity and work to process the ballots of early voters
 - Absentee ballots reduced by a third probably confirming that many people previously treated absentee voting as early voting

Other Common Responses

Several other themes that were common across most communities regardless of size were:

- Almost 2/3 of all communities experienced Frequent or Major problems with folded ballots
 - Only 20% of those communities felt the issues were due to volume of folded ballots
- The majority of Clerks were happy with their choices for
 - Early Voting Hours and
 - Central Tabulation
 - They don't plan on making significant changes in the future
- Many communities would embrace electronic Poll Books / Pads but the two biggest obstacles are
 - Lack of a VRIS interface
 - Lack of funding
- Voters primarily liked the convenience of Early Voting

- Task Force questions
 - Early Voting is not supported for other elections (58%) with a large number of negative comments to be added to that total.
 - For local elections the comments also highlighted the cost burdens without substantial benefit. Several noted that “we already have Absentee Voting for this.”
 - Same Day Voter Registration was more mixed, with a large number of comments raising questions / issues about how it would work and how you could prevent fraudulent voting
 - Standardizing early voting hours had a 24%/38%, Yes/No split, with the majority of the comments highlighting issues identifying communities' unique needs as well as financial and staffing restrictions

Small Sized Community Themes

Several of the themes common among small communities are:

- Operations
 - Excessive hours (53.97%) was a larger concern than Cost (48.80%) to these Clerks
 - The majority pf Clerks would like the ability to either delay the start or stop early voting earlier than the close of their normal business day to provide the necessary time for EV processing
 - End early (40%)
 - Start Late (20%)
 - Staff time was a problem
 - 50% of Clerks in these communities reported 21+ hours of overtime
 - 30% have no staff to help
 - Of the 70% with staff, 42% of their staff worked less than 10 hours. (I suspect this may be primarily due to budget restrictions.)
- They are less likely to be electronic Poll Book users in the future (40% No v. 30 No % for all respondents). Primarily due to
 - Funding (44%)
 - Lack of Need (36%)
- Costs
 - Their average cost to run early voting was between \$1-2,000 with another \$250-700 in one-time costs

Medium Sized Community Themes

For communities with between 10,000-25,000 registered voters we found the following unique themes.

- Staffing issues were more significant
 - Clerks
 - Only 27% of the Clerks reported less than 30 hours over overtime
 - 37% of Clerks worked between 30-50 hours of overtime
 - 35% of Clerks worked more than 50 hours of overtime
 - Of their staff
 - Only 27% worked less than 20 hours of overtime
 - 25% of their staffs worked between 20-40 hours of overtime
- Operations
 - VRIS
 - VRIS processing and daily reconciliation was about 5% higher than the survey average
 - Their answer to what one thing would have the biggest impact (The Magic Wand questions)
 - VRIS was about 4% points higher than the survey average
 - Standardizing on only Absentee Voting or Early Voting was 5% lower
 - Electronic Poll Books
 - 68% would use electronic poll books in the future, though funding is their largest issue (65%)
 - Central Tabulation Facility
 - There was a 50/50 split on using a central tabulation facility
 - Of those that didn't have a CTF, almost 45% had dedicated staff for processing EV ballots
- Voter Concerns
 - Voters were more concerned on average (44% v. 33% survey average) that their ballots weren't being tabulated when cast
- Costs
 - The average cost for early voting was almost \$6,000, with an additional \$1,250 in one-time costs

Large Sized Communities

Large size communities have special characteristics and issues based upon their size. Some their common themes include the following:

- Hours
 - Saturday hours were almost universal .
 - They are more likely to have multiple locations during business hours (35%)
- Concerns
 - VRIS Processing was the Clerk's #2 Major Concern (65%)
 - Addressing voter issues was their #2 issue (40% rated #2, 20% #1)
 - Unreasonable extra hours remained at the survey average of 55%, VRIS processing just surpassed that threshold
 - Impact on Clerk's office was significantly lower (36% v. average of 50%)
- Operations
 - Almost 40% would like to start Early Voting later than the start of office hours
 - 50% had a Central Tabulation Facility, all were separate from the polls
 - Largest group of electronic Poll Book users (40%)
 - 46% want to use them in the future if there was a VRIS interface
 - 66% cite funding as their largest obstacle
- Costs
 - Total staff overtime was substantially higher probably due to the number of registered voters, with 45% reporting 100+ hours
 - Costs scale with the community size
 - Operating Cost averaged \$6,800 for 25-50K, \$49,000 for >50K
 - One-time Costs averaged \$850 for 25-50K, \$17,000 >50K
- Voters
 - Security of ballots was voters' #1 concern (46%) compared to average of (26%)
 - Confidentiality at 46% was similar to the survey average of 52%
 - However, concerns about their ballot being counted was substantially higher (41% v. survey average of 28%)
- Magic Wand
 - Shortening the EV period was the #1 issue for large communities (23%)
 - The survey-wide #1 issue of tabulating early votes when cast was second (18%) but tied with Picking one either Absentee or Early Voting

Survey Limitations

Care should be applied when using the survey results. Participation in the survey was voluntary, so the results may not be totally representative of all clerks. However, that is probably diminished by the 71% participation rate of communities covering the entire spectrum of community based upon size and geographic location. However, be aware, that:

- Many of the questions asked for subjective opinions, rather than discrete data, leading to less precise answers.
- While many questions allowed for alternative answers, several questions did not have that option, so the summary may not totally match the respondent's opinion.
- I encountered some data integrity issues. With the time available I attempted to correct the obvious issues
 - Sometimes fundamental issues like incorrect calculations were encountered. When the source data was available I generated new calculations using that data rather than trusting the user's math
 - When we encountered issues like +100% voter turnout, we omitted those responses from the survey results
 - It appears that due to the length of the survey it appears that respondents became tired as the survey progressed and the accuracy of their responses decreased
- The format of possible responses sometimes combined data answering two related, but different questions. In the time available I tried to untangle these in the analysis, but it adds some imprecision to the answers of those questions. This is especially true in the Task Force questions where the comments will have to read, categorized, and tallied with the results being adjusted.

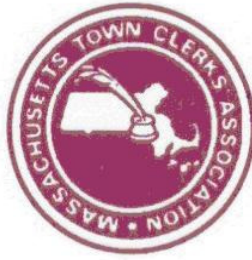
MTCA MEMBERSHIP BENEFITS BREAKDOWNS

	TOWN MEMBERSHIP ACTIVE	Staff member in TC Office (with TC permission)	(with TC Permission) ASSOCIATE	(City) AFFILIATE	RETIREE
Access to 3 conferences	YES	Yes - with TC permission	YES	YES	YES
Access to Mentoring Sessions					
Professional Education Credit Tracking	YES	NO	YES	YES	n/a
MTCA Voting Member		NO	NO	NO	NO
Scholarship Access*	YES	YES*	YES*	NO	NO
Membership Benefit Package:	YES	Yes - with TC permission	YES	YES	YES **
Google Email Group					
MTCA website Member Only section					
Facebook Private Page					

* Town Clerks and Assistant Town Clerks (with permission from the Clerk) only are eligible

**Retirees should refrain from providing advice via the google group and Facebook page unless actively working as an interim or attending educational sessions and keeping up with new laws.

TRANSITION



DON'T MISS OUT! JOIN TODAY!

Thank you for Supporting the MTCA with your Membership!

What your Town & you get for your MTCA Membership:

- A professional lobbyist on Beacon Hill, looking out for your best interests as a Clerk
- Access for your entire office to 3 conferences a year *
- Access for your entire office to Mentoring Sessions
- Professional Education Credits Tracking (Clerk Only- others would need Associate Membership) for your IIMC and/or MTCA Certifications
- MTCA Voting Rights (Clerk Only)
- Access to over \$8000 in Scholarship monies (Clerk & Assistant Only)
- Membership Benefits Access*:
 - Google Email Group
 - MTCA Website "Members Only Section" including the Public Recorder Section
 - MTCA Facebook Page

*Staff members within the Town Clerks Office may be granted permission to attend conferences or have access to any or all of the membership benefits upon approval from the Town Clerk. Clerks who approve Office staff to have an Associate Membership automatically are given membership benefits.

Choose your membership type:

	TOWN MEMBERSHIP	Staff member in TC Office (with TC permission)	(with TC Permission) ASSOCIATE	(City) AFFILIATE	RETIREE
Access to 3 conferences	YES	Yes - with TC permission	YES	YES	YES
Access to Mentoring Sessions					
Professional Education Credit Tracking	YES	NO	YES	YES	n/a
MTCA Voting Member		NO	NO	NO	NO
Scholarship Access*	YES	YES*	YES*	NO	NO
Membership Benefit Package:	YES	Yes - with TC permission	YES	YES	YES **
Google Email Group					
MTCA website Member Only					
Facebook Private Page					

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**Retirees should refrain from providing advice via the google group and Facebook page unless actively working as an Interim or attending educational sessions and keeping up with new laws.