



**Executive Board Meeting
Devens, MA
Wednesday, February 7th, 2018 ~ 10:00 AM**

Secretary's Report – Elizabeth Greendale
Approve Minutes

Treasurers Report – Danielle
• Budget Year to Date as of 1.31.17 (see attached)
• MTCA Software Update

Assistant Treasurer Report – Lynn
• Membership & City Membership Report (sent in by Lynn)

President's Report – Marie Ryan
-City Clerks Association- David Olson, Newton

1st Vice President – Nancy Talbot
Vendors
Scholarships

2nd Vice President – Bob Cutler

Past President – Andy Dowd

Conference Registrar/Certification Administrator – Barbara L. LaBombard

Committee Reports

Legislative Committee – Robert Cutler

Mentoring Committee
-Local Elections workshop – Kelly
-Mentors - Requirements guidelines (see attached) - Liz

Communications Committee
-Website Update – Kelly
-Public Recorder –2018 fees & submittals (see 2 attached documents) – Danielle

Education Committee – Dottie Powers

CVR User Group- Andy Dowd

Social Secretary Report – Tara Shaw

Old Business –

New Business –

Adjournment

MTCA EXECUTIVE BOARD MEETING



December 7, 2017 @ Senior Center, Northborough - 10 AM

Minutes Approved on: DRAFT

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	MARIE RYAN	✓
1ST VICE PRESIDENT	NANCY J. TALBOT	✓
2ND VICE PRESIDENT/LEGISLATIVE CHAIR	ROBERT E. CUTLER, JR	
TREASURER	DANIELLE SICARD	✓
SECRETARY	ELIZABETH T. GREENDALE	✓
EXECUTIVE BOARD 2018	TEDI EATON	✓
EXECUTIVE BOARD 2018	THERESA BUNCE	✓
EXECUTIVE BOARD 2018	NANCY BLACKMER	✓
EXECUTIVE BOARD 2019	CATHERINE HARDER-BERNIER	✓
EXECUTIVE BOARD 2019	KELLY A MCELREATH	✓
EXECUTIVE BOARD 2019	DIANE PACKER	
EXECUTIVE BOARD 2020	DEBRA BOURBEAU	
EXECUTIVE BOARD 2020	ANN M. QUIRK	✓
EXECUTIVE BOARD 2020	TRUDY L. REID	
PAST PRESIDENT	ANDREW DOWD	✓
EDITOR	NANCY BURNHAM	
EDUCATION CHAIR	DOTTIE POWERS	✓
CONFERENCE ADMINISTRATOR/CERTIFICATION	BARBARA LABOMBARD	
ASSISTANT TREASURER	LYNN SIBLEY	✓
IIMC Region I Director	Joseph Powers	✓

A quorum of voting members being present, President Ryan called the meeting to order at 10:03 AM.

MTCA EXECUTIVE BOARD MEETING



December 7, 2017 @ Senior Center, Northborough - 10 AM

Minutes Approved and DRAFT

President Marie Ryan opened the meeting at 10:03 AM.

Secretary's Report – Elizabeth Greendale

Approval of Minutes from the Executive Board Meeting on September 20, 2017 were presented.

ACTION TAKEN: On a motion by Member Kelly McElreath, seconded by Member Catherine Harder-Bernier, the minutes from September 20, 2017, were unanimously approved as written/presented.

Treasurer's Report – Danielle Sicard

Treasurer Danielle Sicard presented the Treasurer's Report.

ACTION TAKEN: On a motion by Catherine Harder-Bernier, seconded by Member Kelly McElreath, to accept the Treasurer's Report, was unanimously approved.

Assistant Treasurer – Lynn Sibley

Asst. Treasurer Sibley presented the Membership report is coming along.

President's Report – Marie Ryan

Bylaw Update: Member Catherine Harder Bernier made a motion to accept the revised Bylaws to be sent to the Bylaw Review Committee for approval, seconded by Dottie Powers. Member Catherine Harder-Bernier stated that Article VII Sec. Q, Election Task Force was blank and that it should be addressed, and wanted to look into where it overlapped with the Legislative Comm. Treasurer Sicard, would like to keep it separate. Mr. Powers, from the Legislative Committee, noted that the legislation for the Elections Task Force has expired and there is no State Statute for it, also it should be kept separate in case it comes up again.

ACTION TAKEN: On a motion by Member Nancy Blackmer, seconded by Member Kelly McElreath, to remove Section Q from Article VII, and approve all other changes to be forwarded to the Bylaw Review Committee, was unanimously approved.

County Associations: Communications Committee will work on County Assoc. and adding them to the website.

Public Records Law: Member Tedi Eaton, is looking into possibly setting fees, due to some companies making money from our data.

Website: It was discussed that a listing of retired clerks who are interested in working as an Interim Clerk would be maintained on the website.

1st Vice President Report – Nancy Talbot

1st VP Nancy Talbot reported that she has emailed the vendors for the next conference.

MTCA EXECUTIVE BOARD MEETING



December 7, 2017 @ Senior Center, Northborough - 10 AM

Minutes Approved as: DRAFT

2nd Vice President Report – Robert Cutler

2nd VP Robert Cutler was not in attendance, but reported that the room rate for Devens will be \$119.

Past President Report– Andrew Dowd

Past President Andrew Dowd had nothing to add at this time but stated everyone is doing a great job!

COMMITTEE REPORTS

Conference Registration – Barbara LaBombard

Member Barbara LaBombard was not in attendance.

Legislative Committee – Robert Cutler

Committee Member Joseph Powers reported that they are working on several things:

- * Automatic Registration; the door is open with Common Cause to speak with the Clerks, have come up with a statement – see attached
- * To have our Early Voting policies tagged onto the Automatic Registration Bill
- * Wants to dispel the reputation that the MTCA is an “Association of No”

ACTION TAKEN: On a motion by Member Kelly McElreath, seconded by Past President Andy Dowd, to endorse the statement from the Legislative Committee to Common Cause, was unanimously approved.

Brian Howard and Dina Livingston have resigned from the Legislative Committee. Christina Wright and Andy Dowd have been appointed.

Elections Task Force – Danielle Sicard

Treasurer Sicard said the legislature is going to be looking at who voted early.

Mentoring Committee – Danielle Sicard

Treasurer Sicard reported the October workshop was a success, with several clerks attending as potential “Mentors”. The next session is scheduled for January in Franklin and Great Barrington, with its topic being Elections.

CVR User Group – Andy Dowd

Nothing to report at this time.

Old Business – none

New Business - none

Meeting was adjourned at 11:52 AM.

Respectfully Submitted:

Elizabeth T. Greendale, CMC/CMMC
MTCA Secretary

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Budget V Actual

As of **January 31, 2018**

INCOME	<u>BUDGET</u>	<u>NEW INCOME</u>	<u>ACTUAL</u>	<u>REMAINING</u>
3100 - Conference Revenue				
3110 - Registration	\$40,000.00	\$8,550.00	\$17,345.00	\$22,655.00
3120 - Meals	\$35,000.00	\$10,090.00	\$20,063.00	\$14,937.00
3130 - Mentoring Workshops	\$2,000.00		\$630.00	\$1,370.00
3140 - Vendor Income	\$20,000.00		\$6,255.00	\$13,745.00
Total Conference Revenue	\$97,000.00	\$18,640.00	\$44,293.00	\$52,707.00
3200 - Certification Revenue	\$1,500.00	\$535.00	\$1,540.00	(\$40.00)
3300 - Scholarship Donations	\$6,000.00		\$1,100.00	\$4,900.00
3400 - Public Recorder/Website Ads	\$2,500.00		\$0.00	\$2,500.00
3500 - Media Stipends/AP/Educ	\$0.00	\$240.00	\$240.00	(\$240.00)
3600 - Dues	23,000.00	\$1,000.00	\$27,735.00	(\$4,735.00)
3700 - Interest Income (Bank Account)	\$0.00		\$0.00	\$0.00
3800 - MISC (Mking/Sundries)	\$0.00		\$0.00	\$0.00
Cash Transfer from Reserves	\$0.00		\$0.00	\$0.00
	\$33,000.00	\$1,775.00	\$30,615.00	\$2,385.00
TOTAL INCOME	\$130,000.00	\$20,415.00	\$74,908.00	\$55,092.00

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Budget V Actual

As of **January 31, 2018**

EXPENSE	BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$2,000.00	\$0.00	\$0.00	\$2,000.00
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses	\$150.00	\$155.23	\$252.73	(\$102.73)
5201- MTCA software	\$0.00			
Total Treasurer Expenses	<u>\$150.00</u>	<u>\$155.23</u>		
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$32,300.00	\$5,381.24	\$21,524.96	\$10,775.04
5302 - Lobbyist Expenses			\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$109.00	\$109.00	\$109.00	\$0.00
Total Lobbyist Expense	<u>\$32,409.00</u>	<u>\$5,490.24</u>	<u>\$21,633.96</u>	<u>\$10,775.04</u>
5400 - Scholarship Expenses				
5401 - NEMCI Exp (outside sources)	\$6,000.00		\$0.00	\$6,000.00
5402 - NEMCI Exp (MTCA)	\$3,000.00		\$0.00	\$3,000.00
5403 - MTCA Conference Scholarships	\$4,000.00	\$307.32	\$1,160.98	\$2,839.02
5404 - Awards/Scholarships	\$3,000.00		\$0.00	\$3,000.00
Total Scholarship Expenses	<u>\$16,000.00</u>	<u>\$307.32</u>	<u>\$1,160.98</u>	<u>\$14,839.02</u>
5500 - Legislative Committee Expenses	\$250.00	\$42.00	\$78.00	\$172.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00	\$457.50	\$1,025.00	(\$25.00)
5602 - Certification Expenses	\$400.00	\$121.63	\$350.53	\$49.47
Total Certification Expenses	<u>\$1,400.00</u>	<u>\$579.13</u>	<u>\$1,375.53</u>	<u>\$24.47</u>
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,500.00		\$383.84	\$1,116.16
5702 - Conference Deposits	\$7,000.00		\$2,000.00	\$5,000.00
5703 - Postage / Brochure Mailing	\$0.00		\$0.00	\$0.00
5705 - Entertainment	\$750.00		\$0.00	\$750.00
5706 - Speakers / Education	\$3,600.00		\$1,289.39	\$2,310.61
5707 - Conference Hotel / Meals	\$52,000.00		\$24,778.07	\$27,221.93
5708 - NE Conference (2016)	\$1,000.00		\$0.00	\$1,000.00
5709 - Misc Conf Exp (mentor/survey)	\$2,250.00	\$360.00	\$741.80	\$1,508.20
5710 - Printing / Copying	\$0.00		\$0.00	\$0.00
Total Conference Expenses	<u>\$68,100.00</u>	<u>\$360.00</u>	<u>\$29,193.10</u>	<u>\$38,906.90</u>
5800 - Executive Board Meetings/Lunches	\$1,000.00	\$94.10	\$762.17	\$237.83
5900 - Communication/Public Recorder				
5901 - Pub Rec Stipend / Editor	\$1,100.00		\$0.00	\$1,100.00
5902 - Postage	\$100.00		\$0.00	\$100.00
5903 - Printing	\$0.00		\$0.00	\$0.00
5904 - Web Update & Hosting	\$3,991.00		\$1,681.53	\$2,309.47
Total Communication/Public Recorder	<u>\$5,191.00</u>	<u>\$0.00</u>	<u>\$1,681.53</u>	<u>\$3,509.47</u>

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
Budget V Actual

As of **January 31, 2018**

EXPENSE Continued	BUDGET	NEW EXP	ACTUAL	REMAINING
6000 - Auditor				
6001 - Annual Financial Review	\$850.00	\$850.00	\$850.00	\$0.00
6002 - Annual Tax Returns	\$850.00	\$850.00	\$850.00	\$0.00
Total Auditor Expense	<u>\$1,700.00</u>	<u>\$1,700.00</u>	<u>\$1,700.00</u>	<u>\$0.00</u>
6100 - Marketing / Name Badges	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00		\$537.00	\$463.00
6202 - NEMCI Graduation Gifts	\$300.00		\$0.00	\$300.00
6203 - Miscellaneous	\$500.00		\$0.00	\$500.00
Total Miscellaneous Expense	<u>\$1,800.00</u>	<u>\$0.00</u>	<u>\$537.00</u>	<u>\$1,263.00</u>
TOTAL EXPENSE	\$130,000.00	\$8,728.02	\$58,375.00	\$71,625.00
Income / Expense Variance	\$0.00			

Checking Account

Beginning Balance	12/1/2017	\$22,245.74
New Income		\$20,415.00
New Expenses		\$8,728.02
Current Balance	1/31/2018	\$33,932.72

Money Market account Balance

Beginning Balance	12/1/2017	\$32,161.40
New Income		\$5.37
New Expenses		\$0.00
Current Balance	1/31/2018	\$32,166.77

2018
MTCA MEMBERSHIPS

As of : 1/30/2018

ACTIVE MEMBER

Town	Name	Population	Total Fee
Abington	Leanne M. Adams	15757	\$100.00
Acton	Eva K. Szkaradek	22031	\$100.00
Acushnet	Pamela Labonte	9937	\$75.00
Adams	Haley A Meczywor	8523	\$75.00
Agawam	Vincent Gioscia	28000	\$150.00
Amherst	Sandra J Burgess	37819	\$150.00
Andover	Lawrence J Murphy	33201	\$150.00
Arlington	Stephanie L Lucarelli	42000	\$150.00
Ashburnham	Michelle Johnson	6181	\$75.00
Ashby	Tiffany Call	3122	\$35.00
Ashfield	Bridget Rodrigue	1800	\$35.00
Ashland	Tara M Ward	16593	\$100.00
Athol	Nancy E Burnham	11584	\$100.00
Auburn	Debra A. Gremo	15182	\$100.00
Avon	Patricia Bessette	4300	\$35.00
Ayer	Susan E Copeland	6724	\$75.00
Barnstable	Ann Quirk	45193	\$150.00
Barre	Ellen M Glidden	4870	\$35.00
Becket	George Roberts	1800	\$35.00
Bedford	Doreen Tremblay	14058	\$100.00
Belchertown	Colleen K Toothill-Berte	15100	\$100.00
Bellingham	Ann L Odabashian	15800	\$100.00
Belmont	Ellen O'Brien Cushman	23509	\$100.00
Berkley	Deborah Pereira	6500	\$75.00
Berlin	Eloise E Salls	3000	\$35.00
Billerica	Shirley E Schult	40243	\$150.00
Blackstone	Claudette C Dolinski	8793	\$75.00
Blandford	Laurie Boucher	1187	\$35.00
Bolton	Pamela H Powell	5420	\$75.00
Bourne	Barry H. Johnson	21492	\$100.00
Boxborough	Elizabeth Markiewicz	5000	\$35.00
Boxford	Robin Phelan	8500	\$75.00
Boylston	Lisa J Johnson	4235	\$35.00
Braintree	James M Casey	35700	\$150.00
Brewster	Colette M Williams	9400	\$75.00
Bridgewater	Marilee Kenney Hunt	26500	\$150.00
Brimfield	Robert Sullivan	3700	\$35.00
Brookline	Patrick J Ward	58666	\$150.00
Buckland	Janice D. Purington	1850	\$35.00
Burlington	Amy E Warfield	25426	\$150.00

2018**MTCA MEMBERSHIPS**

As of : 1/30/2018

Canton	Tracy K Kenney	21272	\$100.00
Carver	Lynn Doyle	11500	\$100.00
Charlemont	Kathy A. Reynolds	1057	\$35.00
Charlton	Karen Lacroix	12824	\$100.00
Chatham	Julie Smith	6200	\$75.00
Chelmsford	Patricia Dzuris	33000	\$150.00
Cheshire	Christine B Emerson	3348	\$35.00
Chester	Susan Kucharski	1265	\$35.00
Chesterfield	Sandra Wickland	1250	\$35.00
Chilmark	Jennifer Christy	1185	\$35.00
Clarksburg	Carol Jammalo	1606	\$35.00
Clinton	Holly P. Sargent	13606	\$100.00
Cohasset	Carol St. Pierre	8018	\$75.00
Concord	Kaari Mai Tari	18957	\$100.00
Conway	Virginia A Knowlton	1986	\$35.00
Cummington	Donna Jordan	872	\$15.00
Danvers	Joseph L Collins	23791	\$100.00
Dartmouth	Lynn M Medeiros	31012	\$150.00
Dedham	Paul M Munchbach	23332	\$100.00
Deerfield	Barbara J. Hancock	4056	\$35.00
Dennis	Theresa T. Bunce	13373	\$100.00
Dighton	Sue Medeiros	7692	\$75.00
Douglas	Christine E Furno	8540	\$75.00
Dover	Felicia S Hoffman	6201	\$75.00
Dracut	Kathleen M Graham	29000	\$150.00
Dudley	Ora E Finn	11390	\$100.00
Dunstable	Carol A Skerrett	3165	\$35.00
Duxbury	Susan C Kelley	15937	\$100.00
East Bridgewater	Dina Livingston	14125	\$100.00
East Brookfield	Virginia T Allen	1996	\$35.00
East Longmeadow	Thomas P. Florence	16162	\$100.00
Eastham	Susanne Fischer	5005	\$75.00
Easton	Danielle M Sicard	23112	\$100.00
Edgartown	Wanda M Williams	4722	\$35.00
Egremont	Juliette Haas	1200	\$35.00
Erving	Richard Newton	1500	\$35.00
Everett	Sergio Cornelio	41550	\$150.00
Fairhaven	Eileen M Lowney	15700	\$100.00
Fall River	Alison M Bouchard	88962	\$150.00
Falmouth	Michael Palmer	27903	\$150.00
Florida	Lisa H Brown	690	\$15.00
Foxborough	Robert E. Cutler, Jr	17102	\$100.00
Franklin	Teresa M. Burr	33000	\$150.00

2018
MTCA MEMBERSHIPS

As of : 1/30/2018

Freetown	Jacqueline A. Brown	8970	\$75.00
Gardner	Alan L Agnelli	20228	\$100.00
Georgetown	Janice McGrane	8430	\$75.00
Gill	Lynda Hodsdon Mayo	1493	\$35.00
Granby	Katherine A Kelly-Regan	6226	\$75.00
Granville	Donna M Fillion	1600	\$35.00
Great Barrington	Marie Y Ryan	7000	\$75.00
Greenfield	Deborah J Tuttle	18500	\$100.00
Groton	Michael Bouchard	10800	\$100.00
Hadley	Jessica Spanknebel	5200	\$75.00
Halifax	Barbara J Gaynor	7563	\$75.00
Hamilton	Andrea J. Carlson	8313	\$75.00
Hampden	Eva A Wiseman	5139	\$75.00
Hancock	Linda C Burdick	734	\$15.00
Hanover	Catherine Harder-Bernier	14590	\$100.00
Hanson	Elizabeth Sloan	9942	\$75.00
Hardwick	Paula L Roberts	2988	\$35.00
Harvard	Marlene Kenney	5778	\$75.00
Harwich	Anita N Doucette	10500	\$100.00
Hatfield	Lydia Szych	3397	\$35.00
Haverhill	Linda Koutoulas	62000	\$150.00
Hawley	Pamela Shrimpton	323	\$15.00
Heath	Hilma A Sumner	706	\$15.00
Hingham	Eileen A McCracken	22891	\$100.00
Holbrook	Jeanmarie Tarara	10791	\$100.00
Holden	Dale T Hickey	18373	\$100.00
Holland	Sharon Ashleigh	2600	\$35.00
Holliston	Elizabeth T. Greendale	15057	\$100.00
Hopedale	Lisa Pedroli	5654	\$75.00
Hopkinton	Connor Degan	16745	\$100.00
Hubbardston	Joyce E. Green	4356	\$35.00
Hudson	Joan M Wordell	19063	\$100.00
Hull	Lori West	11100	\$100.00
Ipswich	Pamela Z Carakatsane	13462	\$100.00
Kingston	Paul M Gallagher	13545	\$100.00
Lakeville	Lillian M Drane	11200	\$100.00
Lancaster	Mary de Alderete	7125	\$75.00
Lanesborough	Ruth Knysh	2908	\$35.00
Lee	Brandi J Page	5020	\$75.00
Leicester	Deborah Davis	10750	\$100.00
Lenox	Kerry L. Sullivan	5233	\$75.00
Leverett	Lisa Stratford	1852	\$35.00
Lexington	Nathalie L. Rice	32478	\$150.00

2018
MTCA MEMBERSHIPS

As of : 1/30/2018

Lincoln	Susan F Brooks	6832	\$75.00
Longmeadow	Katherine T Ingram	15543	\$100.00
Ludlow	Kim Batista	18986	\$100.00
Lunenburg	Kathryn M. Herrick	10837	\$100.00
Lynnfield	Trudy L Reid	12769	\$100.00
Mansfield	Marianne E. Stapias	23419	\$100.00
Marblehead	Robin A Michaud	19548	\$100.00
Marion	Ray E Pickles	5116	\$75.00
Marshfield	Narice A Casper	24785	\$100.00
Mashpee	Deborah Dami	14024	\$100.00
Mattapoisett	Catherine L Heuberger	6500	\$75.00
Maynard	Michelle Sokolowski	10708	\$100.00
Medfield	Carol A Mayer	12693	\$100.00
Medway	Maryjane White	13400	\$100.00
Mendon	Margaret Bonderenko	6114	\$75.00
Merrimac	Gwendoyne Lay Sabbagh	6500	\$75.00
Middleborough	Allison J Ferreira	22923	\$100.00
Middlefield	Suzanne Lemieux	447	\$15.00
Middleton	Ilene B. Twiss	9000	\$75.00
Milford	Amy E Hennessey Neves	27999	\$150.00
Milbury	Jayne Marie Davolio	13261	\$100.00
Millis	Lisa Jane Hardin	8600	\$75.00
Millville	Diane C. Lockwood	3027	\$35.00
Milton	Susan Galvin	27003	\$150.00
Monroe	Marcella Stafford Gore	115	\$15.00
Monson	Mary F Watson	8560	\$75.00
Montague	Deb Bourbeau	8500	\$75.00
Montgomery	Judith Murphy		\$15.00
Mount Washington	Gail E Garrett		\$15.00
Nahant	Margaret R Barile	3491	\$35.00
Nantucket	Catherine Flanagan Stover	13197	\$100.00
Natick	Diane Packer	33006	\$150.00
Needham	Theodora K Eaton	31000	\$150.00
New Marlborough	Katherine M. Chretien	1357	\$35.00
New Salem	Stacy Senflug	922	\$15.00
Newbury	Leslie A. Haley	6415	\$75.00
Norfolk	Carol Greene	9801	\$75.00
North Andover	Joyce A Bradshaw	32000	\$150.00
North Attleboro	Kevin Poirier	28965	\$150.00
North Brookfield	Sheila A Buzzell	4462	\$35.00
North Reading	Barbara Stats	15665	\$100.00
Northborough	Andrew T Dowd	14785	\$100.00
Northbridge	Doreen A Cedrone	15707	\$100.00

2018**MTCA MEMBERSHIPS**

As of : 1/30/2018

Northfield	Daniel R Campbell	3023	\$35.00
Norton	Lucia Longhurst	19031	\$100.00
Norwell	Patricia M Anderson	11155	\$100.00
Norwood	Thomas J. McQuaid	28388	\$150.00
Oak Bluffs	Laura B Johnston	5418	\$75.00
Orange	Nancy M Blackmer	7800	\$75.00
Orleans	Cynthia S May	6212	\$75.00
Otis	Lyn O'Brien	1432	\$35.00
Oxford	Lori A Kelley	12293	\$100.00
Palmer	Susan M. Coache	10900	\$100.00
Paxton	Susan E. Stone	4513	\$35.00
Pelham	Kathleen Martell	1060	\$35.00
Pepperell	Jeanne Survell	11646	\$100.00
Peru	Kim Leach	820	\$15.00
Petersham	Diana L Cooley	1300	\$35.00
Phillipston	Karin L Foley	1772	\$35.00
Plainville	Ellen M. Robertson	8200	\$75.00
Plymouth	Laurence R Pizer	56794	\$150.00
Plympton	Tara J Shaw	2851	\$35.00
Princeton	Lynne Grettum	3540	\$35.00
Provincetown	Darlene Van Alstyne	3062	\$35.00
Randolph	Brian P Howard	32000	\$150.00
Raynham	Marsha L. Silvia	13383	\$100.00
Reading	Laura A Gemme	26429	\$150.00
Rehoboth	Laura L Schwall	12568	\$100.00
Richmond	Marie Y Ryan	1500	\$35.00
Rochester	Naida Parker	5380	\$75.00
Rockland	Donna Shortall	17890	\$100.00
Rockport	Patricia E Brown	7000	\$75.00
Rowe	Katherine D Sprague	390	\$15.00
Rowley	Susan G. Hazen	6200	\$75.00
Royalston	Melanie A Mangum	1251	\$35.00
Rutland	Anita K Carlson	8900	\$75.00
Salisbury	Melinda J Morrison	7475	\$75.00
Sandisfield	Dolores Harasyko	825	\$15.00
Sandwich	Taylor D White	20000	\$100.00
Saugus	Ellen J. Schena	24244	\$100.00
Savoy	Brenda G Smith	693	\$15.00
Scituate	Kathleen A. Curran	18490	\$100.00
Seekonk	Florice Craig	13400	\$100.00
Sharon	Marlene B Chused	18017	\$100.00
Sheffield	Felecie Joyce	3500	\$35.00
Shelburne	Joseph J. Judd	1862	\$35.00

2018**MTCA MEMBERSHIPS**

As of : 1/30/2018

Sherborn	Carole B Marple	4478	\$35.00
Shirley	William Oelfke	5800	\$75.00
Shrewsbury	Sandra E Wright	33878	\$150.00
Shutesbury	Susie Mosher	1820	\$35.00
Somerset	Dolores Berge	17056	\$100.00
South Hadley	Carlene C Hamlin	18228	\$100.00
Southampton	Janine Domina	5792	\$75.00
Southborough	James F. Hegarty	9653	\$75.00
Southbridge	Madaline I. Bonadies	14943	\$100.00
Southwick	Michelle Hill	9502	\$75.00
Spencer	Laura J. Torti	10189	\$100.00
Sterling	Dawn E Michanowicz	7702	\$75.00
Stockbridge	Teresa Iemolini	1867	\$35.00
Stoneham	Maria R Sagarino	21497	\$100.00
Stoughton	Amy Akell	25000	\$100.00
Stow	Linda E Hathaway	7034	\$75.00
Sturbridge	Lynne Girouard	10164	\$100.00
Sudbury	Rosemary B Harvell	18400	\$100.00
Sunderland	Wendy Houle	3641	\$35.00
Swampscott	Susan J Duplin	13924	\$100.00
Swansea	Susan E Taveira	15965	\$100.00
Templeton	Carol A. Harris	7500	\$75.00
Tewksbury	Denise Graffeo	30010	\$150.00
Tisbury	J.Hillary Conklin	4500	\$35.00
Tolland	Susan H Voudren	525	\$15.00
Topsfield	Mary E Willis	6737	\$75.00
Townsend	Kathleen M Spofford	8744	\$75.00
Truro	Cynthia A Slade	2174	\$35.00
Tyngsboro	Joanne Shifres	11503	\$100.00
Tyringham	April Curtin	497	\$15.00
Upton	Kelly A. McElreath	7613	\$75.00
Uxbridge	Kelly J Dumas	12900	\$100.00
Wakefield	Betsy Sheeran	24616	\$100.00
Wales	Leis Phinney	1886	\$35.00
Walpole	Elizabeth Gaffey	24307	\$100.00
Ware	Nancy J Talbot	9872	\$75.00
Warren	Nancy J. Lowell	4494	\$35.00
Warwick	Rosa Fratangelo	750	\$15.00
Washington	Allison Mikaniewicz	653	\$15.00
Wayland	Beth R. Klein	14000	\$100.00
Webster	Robert T. Craver	13500	\$100.00
Wellesley	Kathleen Nagle	27982	\$150.00
Wellfleet	Joseph F Powers	3100	\$35.00

2018
MTCA MEMBERSHIPS

As of : 1/30/2018

Wendell	Gretchen Smith	875	\$15.00
Wenham	Dianne K Bucco	5000	\$35.00
West Boylston	Kim D Hopewell	7669	\$75.00
West Bridgewater	Anne G. Iannitelli	7104	\$75.00
West Brookfield	Sarah J Allen	3500	\$35.00
West Stockbridge	Ronni Barrett	1363	\$35.00
West Tisbury	Tara J Whiting	3151	\$35.00
Westborough	Wendy L Mickel	18900	\$100.00
Westford	Patricia Dubey	22000	\$100.00
Westhampton	Patricia W Cotton	1717	\$35.00
Westminster	Ellen M Sheehan	7400	\$75.00
Weston	Deborah M Davenport	11391	\$100.00
Westport	Marlene M Samson	15076	\$100.00
Westwood	Dorothy A Powers	15094	\$100.00
Weymouth	Kathleen A. Deree	52216	\$150.00
Whately	Lynn M Sibley	1547	\$35.00
Whitman	Dawn M. Varley	14309	\$100.00
Wilbraham	Beverly J Litchfield	14500	\$100.00
Williamsburg	Brenda Lessard	2602	\$35.00
Williamstown	Mary Courtney Kennedy	7900	\$75.00
Wilmington	Sharon A George	22500	\$100.00
Winchendon	Judy LaJoie	8000	\$75.00
Winchester	MaryEllen Ellen Lannon	22000	\$100.00
Wrentham	Cynthia L. Thompson	11657	\$100.00

Total Count: 279

ACTIVE MEMBER TOTAL

\$22,110.00

AFFILIATE MEMBER

Town	Name	Population	Total Fee
Amesbury	Christine Dixon	16283	\$100.00
Beverly	Wes Slate	40000	\$100.00
Chicopee	Keith Rattell	55298	\$100.00
Chicopee Registrars of V	Janina Surdyka	55298	\$100.00
Easthampton	Barbara L LaBombard	16023	\$100.00
Fitchburg	Anna M Farrel	40318	\$100.00
Gloucester	Joanne M. Senos	28789	\$100.00
Medford	Edward P Finn	56000	\$100.00
Melrose	Mary-Rita O'Shea	25000	\$100.00
Methuen	Christine Touma-Conway	49000	\$100.00
Newton	David A. Olson	86000	\$100.00
North Adams	Marilyn Gomeau	12580	\$100.00
Revere	Ashley Melnik	53756	\$100.00
Somerville	John J Long	75432	\$100.00

2018
MTCA MEMBERSHIPS

As of : 1/30/2018

Springfield	Anthony Wilson		\$100.00
Taunton	Rose Marie Blackwell	55874	\$100.00
West Springfield	Otto J. Frizzell	28391	\$100.00
Woburn	William C Campbell	38120	\$100.00
Total Count: 18	AFFILIATE MEMBER TOTAL		\$1,800.00

ASSOCIATE

Town	Name	Population	Total Fee
Abington	Barbara M Comoletti	15757	\$25.00
Andover	Robin Redman	33201	\$25.00
Andover	Susan Pimentel	33201	\$25.00
Andover	Carla Dawne Warren	33201	\$25.00
Ashby	Christina Ewald	3122	\$25.00
Ashland	Cindy Livingstone	16593	\$25.00
Ayer	Lauri Fritz	6724	\$25.00
Barnstable	Janet Murphy	45193	\$25.00
Bellingham	Ana Milot	15800	\$25.00
Bellingham	Lawrence Spasato	15800	\$25.00
Belmont	Meg Piccione	23509	\$25.00
Berkley	Kerrie Easterday	6500	\$25.00
Berlin	James H Wheeler	3000	\$25.00
Beverly	Lisa E Kent	40000	\$25.00
Blackstone	Donna M Bik	8793	\$25.00
Blandford	Mary N Kronholm	1187	\$25.00
Bolton	Jennifer Marquis	5420	\$25.00
Bourne	Wendy J Chapman	21492	\$25.00
Bourne	Joel Smith	21492	\$25.00
Bourne	Mary Fernandes	21492	\$25.00
Braintree	Debra Starr	35700	\$25.00
Brewster	Jayanne Sci	9400	\$25.00
Bridgewater	Jolie Sprague-Martin	26500	\$25.00
Bridgewater	Christine Nemes	26500	\$25.00
Burlington	Linda McNeill	25426	\$25.00
Charlton	Eric Tully	12824	\$25.00
Chatham	Paula Tobin	6200	\$25.00
Chelmsford	Marylou Carney	33000	\$25.00
Clinton	Rebecca Schoolcraft	13606	\$25.00
Concord	Arlene Fitzpatrick	18957	\$25.00
Concord	Patricia A. Clifford	18957	\$25.00
Dedham	Kristen Morse	23332	\$25.00
Deerfield	Jennifer Wallace	4056	\$25.00
Dennis	Laura C. McCarthy	13373	\$25.00

2018**MTCA MEMBERSHIPS**

As of : 1/30/2018

Dennis	Sara McDonald	13373	\$25.00
Dighton	Pam Waller	7692	\$25.00
Douglas	Lisa A Postma	8540	\$25.00
Dracut	Jayne Boissonneault	29000	\$25.00
Dudley	Jacqueline M Phelps	11390	\$25.00
Duxbury	Linda Salvati	15937	\$25.00
East Longmeadow	Jeanne Guertin	16162	\$25.00
Eastham	Cindy Nicholson	5005	\$25.00
Easton	Teresa Wooding	23112	\$25.00
Easton	Peter Van Der Hey	23112	\$25.00
Edgartown	Karen R Medeiros	4722	\$25.00
Erving	Elizabeth Sicard	1500	\$25.00
Fairhaven	Carolyn A Hurley	15700	\$25.00
Fall River	Ines Leite	88962	\$25.00
Falmouth	Laurie Robbins	27903	\$25.00
Foxborough	Pamela J. Riccio	17102	\$25.00
Franklin	Nancy Danello	33000	\$25.00
Freetown	Cheryl Estrella	8970	\$25.00
Gloucester	Grace Poirier	28789	\$25.00
Great Barrington	Ellyn Dupont	7000	\$25.00
Greenfield	Gail V Zukowski	18500	\$25.00
Groton	Fran Stanley	10800	\$25.00
Groton	Nancy Pierce	10800	\$25.00
Halifax	Susan M Lawless	7563	\$25.00
Hampden	Elaine A Kingsbury	5139	\$25.00
Hanover	Meg Pallotta	14590	\$25.00
Hanson	Jean Kelly	9942	\$25.00
Hatfield	Eileen Dostal	3397	\$25.00
Haverhill	Laura Angus	62000	\$25.00
Holden	Elizabeth Monahan	18373	\$25.00
Hopedale	Beverly Knapik	5654	\$25.00
Lakeville	Jessie R Berry	11200	\$25.00
Lancaster	Dianne Reardon	7125	\$25.00
Lexington	Dianne Sperber	32478	\$25.00
Lincoln	Susan Francis	6832	\$25.00
Lincoln	Valerie Fox	6832	\$25.00
Longmeadow	Jackie Sullivan	15543	\$25.00
Lunenburg	Tina Lepage	10837	\$25.00
Marion	Elizabeth Magauran	5116	\$25.00
Marshfield	Yvonne Price	24785	\$25.00
Mattapoisett	Victoria Asiaf	6500	\$25.00
Medway	Charlene Tingley	13400	\$25.00
Middlefield	Lois Leonardo Bell	447	\$25.00

2018

MTCA MEMBERSHIPS

As of : 1/30/2018

Middleton	Erika Ballard	9000	\$25.00
Millbury	Christine Marie Billington	13261	\$25.00
Millville	Krestina Alward	3027	\$25.00
Milton	Gayle M Neville	27003	\$25.00
Monson	Jamie Messer	8560	\$25.00
Nantucket	Nancy L Holmes	13197	\$25.00
Norfolk	Anthony Turi	9801	\$25.00
North Andover	Suzanne Pelich	32000	\$25.00
North Attleboro	Patricia Dolan	28965	\$25.00
Northbridge	Linda B. Zywiec	15707	\$25.00
Norton	Brooke Durden	19031	\$25.00
Norwood	Mary Lou Folan	28388	\$25.00
Oak Bluffs	Colleen Morris	5418	\$25.00
Orleans	Kelly Darling	6212	\$25.00
Plympton	Patricia L Detterman	2851	\$25.00
Raynham	Amy Canepa	13383	\$25.00
Raynham	Pamela Menconi	13383	\$25.00
Rehoboth	Lynn M Shaker	12568	\$25.00
Revere	Diane Colella	53756	\$25.00
Rockland	Liza Landy	17890	\$25.00
Rockland	Victoria Deibel	17890	\$25.00
Rockport	Linda A. Emerson	7000	\$25.00
Rutland	Lynn P Kelly	8900	\$25.00
Salisbury	Lynne Karpenko	7475	\$25.00
Sandisfield	Pauline Bakunis	825	\$25.00
Saugus	Thomas Seaton	24244	\$25.00
Seekonk	Lorraine Sorel	13400	\$25.00
Sharon	Rachelle Kahalas	18017	\$25.00
Sharon	Beth A Kourafas	18017	\$25.00
Sherborn	Jackie Morris	4478	\$25.00
Shrewsbury	Sharyn M Thomas	33878	\$25.00
Somerset	Kathleen Maiato	17056	\$25.00
Somerville	Jenneen Pagliaro	75432	\$25.00
Southampton	Luci Dalton	5792	\$25.00
Southborough	Michelle Jenkins	9653	\$25.00
Southborough	Amy Townsley	9653	\$25.00
Southwick	Jessica Menzone	9502	\$25.00
Spencer	Brynn L. Johnson	10189	\$25.00
Springfield	Camille Campbell-Nelson		\$25.00
Springfield	Gladys Oyola		\$25.00
Sterling	Kathleen Farrell	7702	\$25.00
Sterling	Sally McLellan	7702	\$25.00
Stoughton	Stephanie Carrara	25000	\$25.00

2018
MTCA MEMBERSHIPS

As of : 1/30/2018

Stow	Debra Seith	7034	\$25.00
Sturbridge	Sheila O'Connell	10164	\$25.00
Sudbury	Rose M Miranda	18400	\$25.00
Townsend	Carolyn Smart	8744	\$25.00
Wakefield	Rosemary Morgan	24616	\$25.00
Wakefield	Denise Oates	24616	\$25.00
Wales	Susan Hubbell	1886	\$25.00
Walpole	Laura Bamford	24307	\$25.00
Wayland	Diane Gorham	14000	\$25.00
Wendell	Sheila Rowe	875	\$25.00
West Boylston	Elaine S. Novia	7669	\$25.00
West Bridgewater	Sharon Ledin	7104	\$25.00
Westborough	Deborah Ledoux	18900	\$25.00
Westford	Andrew Sherman	22000	\$25.00
Westminster	Marybeth Haley-Cormier	7400	\$25.00
Weymouth	Lee Ann Hultin	52216	\$25.00
Weymouth	Christine Rose	52216	\$25.00
Wilbraham	Carole Tardif	14500	\$25.00
Winchester	Stacey Gianquitto	22000	\$25.00
Wrentham	Ellen Wojcik	11657	\$25.00
Total Count: 140		ASSOCIATE TOTAL	\$3,500.00

RETIRED

Town	Name	Population	Total Fee
Becket	Jeanne W. Pryor	1800	\$10.00
Foxborough	Arlene Marie Crimmins	17102	\$10.00
Harvard	Janet A. Vellante	5778	\$10.00
Middleborough	Eileen S Gates	22923	\$10.00
Salisbury	Wilma McDonald	7475	\$10.00
Sturbridge	Lorraine Murawski	10164	\$10.00
West Bridgewater	Nancy L Morrison	7104	\$10.00
Yarmouth	Jane E Hibbert	21386	\$10.00
Total Count: 8		RETIRED TOTAL	\$80.00

TOTAL \$27,490.00

2018
MTCA MEMBERSHIPS PENDING

Printed on: 1/31/2018

ACTIVE MEMBER

Town	Name	Population	Total Fee
Yarmouth	Philip Gaudet	23000	\$100.00

ACTIVE MEMBER TOTAL \$100.00

AFFILIATE MEMBER

Town	Name	Population	Total Fee
Salem	Cheryl A Lapointe	41340	\$100.00

Winter
Conference -
2018

AFFILIATE MEMBER TOTAL \$100.00

ASSOCIATE

Town	Name	Population	Total Fee
Salem	Ilene Simons	41340	\$25.00

Winter
Conference -
2018

ASSOCIATE TOTAL \$25.00

CITY CLERK

Town	Name	Population	Total Fee
Lowell	Eva Matchak		\$0.00

Winter
Conference -
2018

CITY CLERK TOTAL \$0.00

TOTAL \$225.00

City Cletks

Town	Name	Population
Attleboro	Cheryl Perry	
Fall River	Elizabeth Camara	88962
Fall River	Kelly Souza-Young	88962
Framingham	Valerie Mulvey	68318
Lowell	Eva Matchak	
Newton	Karen Fallon	86000
Quincy	Nicole Crispo	93629
Worcester	Jessica Warner	
Worcester	Nikolin Vangjeli	
Worcester	Shannon Emmons	

**REPORT OF THE
1ST VICE PRESIDENT
RE: PARTICIPATING VENDORS/SCHOLARSHIP RECIPIENTS
WINTER 2018 CONFERENCE – DEVENS, MA**

Once again the Winter Conference is sure to be a success thanks to the attendees from towns across the Commonwealth, the classes scheduled with instructors who are willing to teach and share their knowledge and of course our vendors.

These companies and their representatives continue to attend and offer products which help as we perform the role of Town Clerks in our communities and we are thankful for their efforts and financial support.

There are a total of sixteen (16) vendors who will join us at the conference and one (1) vendor who requested that he be able to place an advertisement in the booklet even though he was not able to attend this conference. Online Dog Licensing will however join us at the Plymouth MTCA Conference this summer.

The software which is now in place for use has been extremely useful thanks to LL Data Design. Lisa has worked to design a product which will be tweaked if needed to conform to our requests.

As it was the 1st time I used the software it took some time to enter the vendors and update information – after the conference, I hope to go into the software and inactivate the vendors who have not participated in the last two years and update information when I can with what I have obtained for contacts this conference and in Springfield, MA this past fall. As we all know unless this is done on a continual basis the information will not be helpful.

I would recommend that all officers have access to the software to use data for their particular needs.

The only request I would have is a clarification of what a vendor is entitled to when they choose to participate. One of the vendors (LHS is paying \$500.00 to have 2 tables – side by side), another vendor generally has three tables and pays a different amount. I would assume that we charge \$250.00 for 1 table with power. Perhaps there needs to be a set fee for additional tables?

There were two (2) clerks who applied for scholarships from the MTCA in order to participate at this conference:

Ellen Glidden, Town Clerk of Barre once again applied for a partial scholarship in the amount of \$288.64 (Registration \$50.00, Meals \$115.00 and Hotel cost – shared room \$123.64).

Susan Lawless, Assistant Town Clerk of Halifax applied for a full scholarship in the amount of \$430.85 (Registration \$50.00, Meals \$115.00 and Hotel cost – single room \$265.85). Susan had tried to find a roommate with clerks in the area she knew and either they were not attending the conference or were not staying over.

Both of the applicants were awarded the amounts they requested by the Scholarship Committee Members. The individuals were notified as was Barbara LaBombard for purposes of processing registrations and meals, and Bob Cutler for purposes of notifying the hotel.

As you are probably aware – one of the committee members, Sandra Burgess of Amherst will be retiring shortly and will need to be replaced by appointment of the President.

Submitted by,

Nancy J. Talbot – Town Clerk Ware

Conference Registration Administrator Report:

Total number registered for the Devens conference (as of January 25, 2018): **228**

- 2017 - 226
- 2016 - 267
- 2015 - 228
- 2014 - 240
-

Total amount submitted to MTCA Treasurer – as of Jan. 25, 2018: **\$18,525.00**

Certification Administrator Report:

New CMMC's:

Lillian M. Drane, Lakeville

Patricia Bessette, Avon

Felicia S. Hoffman, Dover

Lisa Stratford, Leverett (not attending – certificate to be presented at a future conference)

Kathleen Spofford, Townsend

Lynn A. Doyle, Carver

Laura L. Schwall, Rehoboth (not attending - certificate to be presented at a future conference)

1st CMMC Recertification

Carol A. Harris, Templeton

Colette M. Williams, Brewster

3rd CMMC Recertification

Jacqueline A. Brown, Freetown

5th CMMC Recertification

Lori A. Kelley, Oxford

Nine clerks are currently taking the CMMC certification test – they are due back in mid-February.

Respectfully Submitted,



SECTION 1. Chapter 9A of the General Laws, as appearing in the 2002 official Edition, is hereby amended by adding the following language after section 7:

§ 8 Voter Registration for Program Participants

A program participant may register to vote as a confidential voter pursuant to G. L. c. 51, §§ 4, 44. To qualify as a confidential voter, a program participant must disclose his or her residential address to the registrar of voters, which shall not be a public record.

Registrars, assistant registrars or boards having similar duties under any special or general law, shall not place on the street list or annual register or disclose to any person the name and residence of a voter providing the registrars with proof that he or she is a program participant.

SECTION 2. Section 4(d) of chapter 51 of the General Laws, as appearing in the 2002 official Edition, is hereby amended by adding in line 34 the words "or a program participant in the Address Confidentiality Program established by General Laws chapter 9A" after "chapter 265" and before "shall."

SECTION 3. Section 44 of chapter 51 of the General Laws, as appearing in the 2002 official Edition, is hereby amended by adding in line 8 the words "or a program participant in the Address Confidentiality Program established by General Laws chapter 9A" after "chapter 265" and before "shall."

SECTION 4. Section 42 of said chapter 51 of the General Laws, as appearing in the 2014 Official Edition, is hereby amended by striking out the words "section forty-two A", in line 13, and inserting in place thereof the following words:- sections 42A and 65.

SECTION 5. Section 42G of said chapter 51 is hereby amended by striking out section 42G and inserting in place thereof the following section:-

Section 42G. (a) Registration agencies required to provide voter registrations services by 52 U.S.C. sections 20504 and 20506 shall conduct voter registration in a manner that is as efficient, comprehensive, and as automated as practicable. Registration agencies shall transmit each completed affidavit of voter registration and the information required below and in section 65 of this chapter to the board of registrars or election commission of the city or town where the registrant resides as set forth below. The state secretary shall adopt regulations governing such transmission, which shall include, but not be limited to, provisions requiring electronic transmission, data security protocols, and integration with the online portals established by sections, 33A and 60.

(b) (1) The state secretary shall enter into cooperative agreements with the Registry of Motor Vehicles and MassHealth to serve as an automatic voter registration agencies, and may enter into cooperative agreements with other social service or disability agencies that are required to provide voter registration services by 52 U.S.C. 20506 and that collect reliable citizenship information to serve as automatic voter registration agencies. Agencies not designated as an automatic voter registration agency shall continue to provide voter registration services as required by 52 U.S.C. 20504 or 20506.

(2) The state secretary shall determine that an agency collects "reliable citizenship information" if the agency, in the regular course of business for serving applicants:

Comment [BC1]: Would like to limit the automatic voter registration agencies to the RMV on the initial round to ensure that it is working properly

Comment [CH2]: I have not had issues with RMV registrations and provisional ballots

Comment [CH3]: I worry about inconsistencies in training of multiple agencies and multiple people, too

Comment [BC4]: We are not able to limit other agencies for regular voter registration because they are required by federal law

(i) requests, in a clear, understandable, and consistently stated manner, that customers affirm their citizenship status; and,

(ii) collects a signed affirmation of citizenship status or documentary proof of citizenship status such that records of citizens are segregable from non-citizens.

(3) For each automatic voter registration agency, the state secretary shall:

(i) conduct appropriate training of agency staff;

(ii) make available voter registration forms;

(iii) specify all material, language, forms, and electronic interfaces necessary for the collection and transmission of the information needed to carry out activities under this section;

(iv) eliminate to the extent practicable duplicative entries into the central voter registry; and

(v) have oversight responsibility to insure proper compliance with applicable provisions of federal and state law.

(c) Automatic voter registration agencies shall:

(1) conduct automatic voter registration as specified by paragraphs (d) through (i) below;

(2) work with the state secretary to implement this chapter and meet the goals of automatic voter registration enumerated in section 65; and,

(3) enter into cooperative agreements with the state secretary.

(d) Each eligible applicant for services at an automatic voter registration agency who meets the qualifications to register to vote and does not decline to do so either in a postcard as further specified in paragraph (f) and section 66 or at the point of service as specified in paragraph (g) shall be registered as a voter under section 65 as of the date that the registration agency collects this information. Each automatic voter registration agency shall provide notice to each applicant:

(1) Explaining that the agency application will serve as an attestation to eligibility and an application to register to vote unless the person declines to be registered;

(2) advising them that non-citizens are ineligible to register, and they must decline unless they are US citizens and meet the other requirements of section 1.

(e) For each applicant that has not declined to be registered to vote, voter registration agencies shall transmit electronic records containing the legal name, age, residence, citizenship information, and electronic signature of each person who meets the qualifications to register to vote as set forth by section 1, or to pre-register to vote as set forth in section 47A, as soon as practicable but within 5 calendar days after receipt of this information, to the board of registrars of the city or town in which the person resides in a manner prescribed by the secretary. Registration agencies shall not transmit records that contain a home address designated as confidential pursuant to section 8 of chapter 9A.

Comment [BC5]: Any right to decline needs to be done at the point of service

Comment [BC6]: Shouldn't this be date of birth

Comment [CH7]: Not transmit AND not register, correct? Confidential voters are only coming to us according to the above definition

(f) Registration agencies that collect reliable citizenship information in the regular course of business shall transmit the data required under paragraph (e) and applicants will be provided the opportunity to decline according to the procedure established in section 65 of this chapter. These agencies may, in addition, provide a written form prescribed by the secretary, subsequent to the complete transaction for this purpose.

(g) Registration agencies that, in the regular course of business for serving applicants, collect reliable citizenship information for some applicants, but not all, shall, in the regular course of business for applicants:

(1) insure that the person's transaction with the agency cannot be completed until the person has been offered an opportunity to decline to register as required under paragraph (d) or adopt a political party affiliation; and

(2) transmit the data required under paragraph (e) for each person who has not declined to be registered to vote.

(h) The state secretary shall adopt regulations governing the collection and transmission of personal information under this subsection, which shall include, but not be limited to, provisions requiring automatic voter registration agencies to:

(1) employ the most cost-effective forms of transmission;

Comment [CH8]: that also prevent voter fraud

(2) implement measures to secure information such as encryption in order to prevent security breaches and the unauthorized use of personal information as required under section 3 of chapter 93H;

(3) implement measures for reporting security breaches or the unauthorized use of personal information as required under section 3 of chapter 93H; and,

(4) provide protections against disclosure of confidential information, including home addresses, designated as confidential pursuant to section 8 of chapter 9A

(i) Nothing in this subsection shall prevent an automatic voter registration agency from establishing and enforcing additional security measures to protect the confidentiality and integrity of inter-agency data transfers.

SECTION 6. Section 47C of said chapter 51, as so appearing, is hereby amended by adding the following paragraph:-

The state secretary shall enter into an agreement with the Electronic Registration Information Center on behalf of the commonwealth that shall specify the terms and conditions of the commonwealth's membership in the Center. The agreement shall include terms providing for the periodic sharing of data between the central registry and the registry of motor vehicles and the Center, including, but not limited to, voter names and addresses.

Comment [CH9]: Date of birth, citizenship

SECTION 7. Said chapter 51 is hereby further amended by adding the following section:-

Section 65. (a) The state secretary shall promulgate regulations relative to the administration of automatic voter registration, which shall be in addition to the regulations otherwise authorized by this chapter, and which shall include, but not be limited to, provisions relative to:

(1) increasing the efficiency and limiting the total cost of voter registration for the commonwealth and its municipalities;

(2) ensuring that every eligible citizen of the commonwealth is registered to vote unless they do not want to be registered;

(3) increasing the completeness and accuracy of the register of voters;

- (4) preventing erroneous disenfranchisement of eligible citizens;
- (5) promoting greater participation of eligible voters in elections;
- (6) protecting ineligible voters from improperly being registered;
- (7) determining the extent to which automatic voter registration materials should be provided in languages other than English, including but not limited to ensuring compliance with the Voting Rights Act;
- (8) specifying the manner of registration for Address Confidentiality Program participants who interact with automatic voter registration agencies; and,
- (9) preventing voter registration fraud.

(b) (1) Nothing in this section or in section 42G shall be construed to change the substantive qualifications of voters established by this chapter or the constitution.

(2) Nothing in this section shall be construed to interfere with the registrars' duties under sections 37, 38, 47B, 48 and 49 to ensure that the names of persons who are ineligible to vote do not appear on the register of voters.

(3) Nothing in this section shall be construed to interfere with the right of any person to decline to be a registered voter for any reason.

(c) (1) Upon receiving the electronic records described in section 42G, the board of registrars or election commission shall determine whether the names of persons included in the electronic records belong to persons who meet the qualifications of a voter under section 1. The registrars shall notify each qualified person whose name appears in those records of the automatic voter registration process and that they have been placed on the voter rolls.

(2) If the registrars determine that the person whose name appears in the electronic records does not meet the qualifications of a voter under section 1, the registrars shall notify the person of the determination at the address included in the electronic record, unless that person has already declined to register to vote.

Comment [BC10]: Any voter qualifications need to be made at the point of service

(3) If the persons' voter registration information was transmitted under section 42G(f), and if not otherwise receiving the same information for a qualified applicant, the registrars shall notify each person under paragraph (1) an opportunity to:

Comment [BC11]: The right to decline needs to be done at the point of service and the voter needs to select a party at the agency

(i) decline being registered to vote as required under section 42G(d); or,

(ii) adopt a political party affiliation, in which case the person must also sign an eligibility requirement acknowledgement, attestation, and signature.

(4) If a person so notified does not decline to be registered to vote within 21 calendar days after the registrar issues the notification, the registrars shall add the person's name and address to the register of voters.

(5) The registrars shall not include in the register of voters the names of persons who indicate in a signed writing that they do not wish to be registered voters.

(6) If the information transmitted under section 42G is for a person whose name is already included in the register of voters, and if the information indicates a subsequent change to the person's name, address or gender marker, the registrars shall ensure that the register of voters is updated accordingly.

Comment [CH12]: , or political party

(7) Upon adding the name of a person to the register of voters under paragraph (4), the registrars shall send written notice, which may be sent electronically, in a form approved by the state secretary, to the registrars or equivalent officers of the place where the person was last registered as

a voter. Upon receiving this notice, or a similar notice from another state including information from the Electronic Registration Information Center under section 47C, the registrars shall immediately remove the person's name from the register of voters.

(d) The state secretary shall ensure that information is provided to the registrars in as clear a manner as practicable, and automate the process to the extent practicable. The secretary may develop electronic interfaces with registration agencies under section 42 to carry out this section.

(e) The state secretary shall make an annual report to the joint committee on election laws of the general court, which the secretary shall post on a public website. The annual report shall include the following information:

- (1) the number of records that have been transferred, by source;
- (2) the number of voters newly added to the statewide voter registration list because of records transferred;
- (3) the number of voters on the statewide voter registration list whose information was updated because of records transferred;
- (4) the number of records transferred that do not relate to persons affirmatively identified as eligible to vote; and,
- (5) the number of persons who opted out of voter registration.

Any report produced under this section shall exclude personal identifying information.

(f) The state secretary shall ensure that, upon receipt and verification of a person's express request to opt out of voter registration, the person's name and registration record is so designated, unless and until the voter consents to registration. Nothing in this section shall preclude a person who has previously declined voter registration from subsequently registering to vote.

(g) The state secretary shall ensure that election officials shall not provide the record of any person who has opted out of voter registration, in whole or in part, to any third party and shall establish standards and procedures to safeguard the privacy and security of the information used and obtained pursuant to this section.

(h) Any person who is not eligible to vote and who becomes registered under this provision shall not be found on that basis to have made a false claim to citizenship or to have committed an act involving moral turpitude, unless such person affirmatively asserts that he or she is a U.S. citizen. Where a person who is not eligible to vote becomes registered under this provision without affirmatively accepting registration, that person's voter registration shall be considered to have been effected with official authorization and at no fault of the person so registered. Where an ineligible person who becomes registered under this provision casts a ballot in an election, that person shall not be held criminally liable absent a showing beyond a reasonable doubt that the person knowingly and willfully intended to commit fraud, nor to the extent practicable, shall such ballot be counted.

(i) No person may use the statewide voter registration list to attempt to determine the citizenship status of any person for any purpose other than voter registration, election administration, or the enforcement of laws against election crimes. No information relating to a person's declination to supply information for voter registration purposes at a source may be disclosed to the public, used to discriminate against that person, or used for any purpose other than voter registration, election administration, or the enforcement of laws against election crimes.

SECTION 8. Section 8 of chapter 56 of the General Laws, as appearing in the 2014 Official Edition, is hereby amended by inserting after the word "register", in line 10, the following words: - ; whoever knowingly provides false information in connection with automatic voter registration under section 65 of chapter 51.

SECTION 9. The state secretary shall implement upgrades to the central voter registry to implement this act, as necessary to ensure the central voter registry:

(a) incorporates interfaces with both the registry of motor vehicles and MassHealth and is capable of additional interfaces with other voter registration agencies in the future;

Comment [CH13]: I think you want this deleted here, too, Bob

(b) includes programming that would:

(1) distinguish updates to existing voter registration records from new registration records before allowing them to be posted to the central voter registry;

(2) remove duplicate entries before allowing them to be posted to the central voter registry; and,

(3) to the extent practicable maximize efficiency and automation and minimize staff time at the local level.

(4) Be available at the polls on election day.

Comment [CH14]: Added

SECTION 10. Paragraph 42(b) of Section 5, section 6, and paragraph 65(a) of section 7 of this act shall take effect immediately. This remainder of this act shall take effect on January 1, 2020.

Comment [CH15]: Does that give the SOC enough time to get VRIS updated? Seems short to me. I thought we were discussing 4 years out... and after the next presidential election. How about some time in 2021?

Section 25B: Early voting; ~~application for early voting ballots;~~ early voting period, sites and lists; counting of early voting ballots

Section 25B. (a) The election officers and registrars of every city or town shall allow any qualified voter, as defined in section 1 of chapter 51, to cast a ballot for any biennial state election during the early voting period as set forth in this section including, but not limited to, any city or town election held at the same time.

~~(b) Any qualified voter wanting to early vote by mail may file with his or her local election official an application for an early voting ballot. Any form of written communication evidencing a desire to have an early voting ballot be sent for use for voting at an election shall be given the same effect as an application made in the form prescribed by the state secretary. No application shall be deemed to be seasonably filed unless it is received in the office of the city or town clerk or registrars of voters before noon on the last day of the early voting period as prescribed in subsection (c).~~

(c) The voting period for early voting shall run from the eleventh business day preceding the general election until the close of business on the business day preceding the business day before the election; provided, however, that if the eleventh business day before the election falls on a legal holiday the early voting period shall begin on the first business day prior to the legal holiday.

(d) Early voting shall be conducted during the usual business hours of each city or town clerk. A city or town may, in its discretion, provide for additional early voting hours beyond the hours required by this subsection, including weekend hours.

~~(e) All early voting ballots voted by mail shall be received by the city or town clerk before the hour fixed for closing the polls.~~

(f) Each city and town shall establish an early voting site that shall include the election office for the city or town; provided, however, that if the city or town determines that the office is unavailable or unsuitable for early voting, the registrars of each city or town shall identify and provide for an alternative centrally-located, suitable and convenient public building within each city or town as an early voting site. A city or town may also provide for additional early voting sites at the discretion of the registrars for that city or town. Each early voting site shall be accessible to persons with disabilities.

(g) The designation of an early voting site shall be made not less than 14 days prior to the beginning of the voting period established in subsection (b). Not less than 7 days prior to the beginning of the early voting period and at least once during the voting period, the registrars for each city or town shall publish the location of the early voting sites as well as the applicable dates and hours. Notice shall be published in every newspaper listed for the city or town in the New England Newspaper & Press Association and shall also be conspicuously posted in the office of the city clerk or on the principal official bulletin board of each city or town, on any other public building considered necessary, on the city or town's website, if any, and on the website of the state secretary.

(h) At least 21 days prior to each biennial state election, the state secretary shall deliver to each city or town, in quantities as the state secretary determines necessary, ~~the following papers: (1) official early voting ballots, similar to the official ballot to be used at the election; and (2) envelopes of sufficient size to contain the ballots specified in clause (1) bearing on their reverse the voter's affidavit in compliance with the requirements of subsection (j).~~

(i) An early voting ballot ~~along with an envelope~~ shall be provided to each qualified voter who participates in early voting.

(j) A qualified voter casting a ballot at an early voting site shall complete an affidavit under the regulations promulgated pursuant to this chapter, which shall include a notice of penalties under section 26 of chapter 56.

(k) Prior to the beginning of early voting, the registrars for each city or town shall prepare a list for the early voting sites, containing the names and residences of all persons qualified to vote at each voting site, as the names and residences appear upon the annual register, and shall reasonably transmit the applicable list to the election officers at each early voting site designated by the registrars.

(l) The registrar or presiding official at the early voting site shall cause to be placed on the voting lists opposite the name of a qualified voter who participates in early voting the letters "EV" designating an early voter.

(m) The registrars shall prepare lists of all voters casting ballots during the early voting period and update the voter list in a manner prescribed by the state secretary and the clerk's office shall make such lists available for public inspection only after the period for early voting has expired. Early Voting ballots are considered cast ballots and are not a public record as outlined in section 109 of chapter 54.

~~-(n) The counting of early voting ballots including, but not limited to, informing election officers and any challengers present under section 85A shall be set by regulations promulgated under this chapter. All envelopes referred to in this section shall be retained with the ballots cast at the election and shall be preserved and destroyed in the manner provided by law for the retention, preservation or destruction of official ballots.~~

(o) The state secretary shall promulgate regulations to implement this section including, but not limited to, a process for establishing additional early voting locations and a process for ~~applying for~~, receiving, separating, compiling, recording, ~~and securing and~~ tabulating early voter ballots.

(p) Section 72 shall not apply to this section; provided, however, that a city or town may opt to detail a sufficient number of police officers or constables for each early voting site at the expense of the city or town to preserve order, protect the election officers and supervisors from any interference with their duties and aid in enforcing the laws relating to elections.

(q) No early voting ballot cast under this section shall be counted if the officer charged with the duty of counting the ballot is cognizant of the fact that the voter has died prior to the opening of the polls on the day of the election.

(r) After voting an early voting ballot, voters shall deposit ballots directly into a ballot box or tabulator. Tabulation of results will be in accordance with sections 105 and 105a of chapter 54.

Requirements to become a Mentor:

- Must be a current member of the MTCA
- Must have been a Clerk for 5 or more years
- Must have attended at least one mentoring session, facilitated in whole by the mentoring committee, to observe the format of the program.*

** We highly recommend that mentors attend more than one session before facilitating and even consider attending the specific subject topic before teaching that topic.*

Mentors Hosting Responsibilities:

- 2-3 facilitators are required for a mentoring session. Trained mentors who will be facilitating the workshop must secure at least one member of the mentoring committee to be in attendance at a workshop hosted by the mentor to ensure the quality of the program continues.
- Mentors may only offer one of the 4 mentoring workshops below. We recommend that topics are offered in conjunction with the mentoring committees calendar (within 30 days) so they can be promoted to the MTCA association as a whole. Mentors can request topics to be offered at other times when circumstances in your region differ from association needs.
 - New Clerk Workshop
 - Census / VRIS (OCPF)
 - Elections - State Focus or Local
 - Town Meeting / Records Management (AG's Office)
- Mentors must use the materials supplied by the Mentoring Committee (registration form & fees / communication templates / educational agenda outline / power point) for all sessions.
- Mentors must promote the use of documents / forms already posted on our website. Any new documents presented or requested by participants must be sent to the mentoring committee for review before being added to the official materials shared on the website or with mentoring workshop participants.
- Mentors must secure the location and ensure it provides for the necessary set up and technology requirements.
- Mentors make all the arrangements for morning refreshments & lunch.
- Mentors handle the collection of registration forms/payments and payment of associated workshop expenses. We recommend mentors utilize their regional associations to handle the financial obligations or in the case that a regional association is not formed in that region the MTCA may act in this capacity for the mentor, upon request.

Process for Hosting a Workshop

1. Prior to the MTCA sending out registration forms for an upcoming Mentoring Committee workshop, the Mentor Coordinator (Liz Greendale) will notify qualified Mentors about the upcoming topic and a deadline to submit their request to host a workshop.
2. Requests to host must be sent to the Registration Coordinator (Kelly McElreath) on or before the deadline to be considered. To submit a request please consider and/or provide the information below along with a proposed registration form (you must use one of the mentoring workshop templates).
 - Facilitators: These are mentors who have met all requirements and will be “teaching”
 - Men. Facilitator: Mentoring committee facilitator – they must have agreed in advance
 - Date: Within the same month or 30 days of mentor committee session
 - Location: Must hold 20- 25 participants & have power point presentation capabilities
 - Times: Sessions must be 6 hours – Recommended times are: 10-4 or 9-3
 - Registrations: Who will handle collecting the forms/payments?
 - Finances: Provide contact information on what regional association and person will be handling the Income and expenses.
 - Host Clerk: This may be the mentor or another clerk depending on location and may or may not be facilitating
 - Please state in your email that you agree to use the materials supplied by the Mentoring Committee (registration form & fees / communication templates / educational agenda outline / power point) for you workshop session and that you will promote the use of documents / forms already posted on our website.
3. The Registration Coordinator will send out/post registration forms for ALL of the workshops offered on the topic at the same time to the Association via Google group, VRIS and on the MTCA website.
4. Mentors handle collection of registration forms and payments. They must ensure that no more than 25 max register for the workshop. The dynamics of the workshop change dramatically with any more than 25 and change the intended value outcomes of the workshops.
5. The Mentoring Committee Chairperson (Danielle Sicard) will contact the OCPF and/or the AG’s office to try and make arrangements for them to attend your workshop (when the respective topics are being offered). All attempts will be made to see if they can send out a representative but we cannot guarantee they will be able to attend.
6. The Certification Coordinator (Dottie Powers) will make arrangements with IIMC to have eligible attendees (MTCA active members or Associate members) who qualify (attend the 6 hours AND complete the required survey) to receive a certificate for the points earned.

7. Mentors will be provided with the following materials prior to the workshop:

- Power Point handout (to send to attendees with confirmation email)
- Survey Link (to send to attendees post workshop email)
- Evaluations (IIMC points) – this must be collected at the workshop from attendees
- Education Materials - Power Point & Agenda outline (these materials & format must be used)
- MTCA Membership List – we ask that registrants be members of the MTCA

8. Mentors must make arrangements for refreshments as follows:

Refreshments check list: remember you only have a budget for \$15 per person

- ____ Coffee & Fixings (cream, sugars, stirrers)
- ____ Bottled Water
- ____ Breakfast snack (muffins, bagels, pastry, etc)
- ____ Arrange for Lunch around 12noon (usually sandwiches, chips, cookies)
- ____ Provide Plates, Napkins, Cups and Utensils

9. Mentors must send an email to the registrants, and cc the Registration Coordinator, 4-7 days prior to the workshop to provide the following logistical information (use communication template).

- Date / Time / Location
- Mentoring Committee Facilitator & other mentor facilitators
- Host contact information
- Parking Information & Room location
- Attach the Power Point (provided to you by registration coordinator)
- Directing registrants to the MTCA Mentoring page of website for samples/handouts

10. Mentors should connect with the following in advance of the session to confirm all is ready to go:

- Host: Location set up
- Facilitators: Reminding/confirming attendance
- Mentor Chair: Guest speakers (Census & Town Meeting only) attendance

11. Mentors need to ensure the facility and room are set up as follows:

Room Set Up check list:

- ____ Tables & Chairs (tables recommended for attendees to take notes)
- ____ Power Point Presentation:
 - lap top
 - Power point Presentation
 - Projector & Screen
 - Clicker to advance slides (can be done from lap top also)
- ____ Refreshments Table & items
- ____ Facilitators area (table/podium is helpful) & chairs

12. During Workshop –

- One of the facilitators should be tasked with making sure attendees are able to hear as well as clarify or repeat questions as needed
- Promote the Mentor section of the website to find handouts and samples that were shown or discussed during workshop
- Keep a list of other documents / ideas that are requested by participants that should be considered to be added to the workshop materials or website. Please do not send out additional materials without providing to the mentoring committee PRIOR to distribution
- Tell participants that they will receive an email with a survey link – Please encourage them to complete the very brief survey – the mentoring committee uses these to make this program better! Mentors should NOT complete this survey – they will be sent a mentor one to complete relative to their role at the workshop
- Provide a SIGN IN SHEET. This is extremely important as it is REQUIRED to obtain points! You must ensure that you have a signature for every attendee and that they stayed for the full workshop.
- Hand out and COLLECT the evaluations from participants that want to obtain IIMC credits. This is extremely important as it is REQUIRED to obtain points!

13. Mentors send an email to the attendees within a week after the session, and cc the Registration Coordinator, provide the following information (use communication template).

- Survey Link (this will be provided to you by the registration coordinator)
- Promotion of MTCA website / documents

14. Mentors need to send the signed attendance sheet & evaluations to the Certification Coordinator within a week after the session. The Certification coordinator will send out certificates to those attendees who qualify.

Should there be overage funds from the workshop we ask associations to consider a donation to the MTCA of a portion of those funds.



Date: January 9, 2018

Subject: Advertising on MTCA Website and/or "*The Public Recorder*"
Massachusetts Town Clerks' Association

Dear Friends of the Massachusetts Town Clerks' Association:

Please accept this letter as informational for placing advertisement on the Massachusetts Town Clerks' Association website www.masstownclerks.org.

The website is used as an ongoing resource for municipal clerks to access current and archived information that is of importance to all Massachusetts Clerks. Our Membership is strong as we have seen growth over the past several years and recently launched a new website – all reasons why our website can be a power marketing tool for your business.

We have a variety of website advertising opportunities for your consideration. Below are the fees and options for advertising with the MTCA for January – December of 2018.

Home Page Sponsor [] \$600.00 year

- LOGO and LINK to your website on home page

Public Recorder Sponsor* [] \$600.00 year

- LOGO and LINK to your website on the public recorder page

Full Advertising Sponsorship (\$200 savings) [] \$1000.00/year

- **Home page Sponsor** - LOGO and LINK to your website
- **Public Recorder page Sponsor** - LOGO and LINK to your website
- **SPONSOR LINK** – top of website - drop down on **EVERY page of the website**

*the recorder is distributed to the entire MTCA membership, via push email to the webpage, quarterly upon publication (March, June, September & December).

Here is a link to view the template layout of the website and the 3 sponsor options for your consideration <https://www.masstownclerks.org/home/pages/public-recorders>.

I have provided you with a contact should you be interested in advertising on the MTCA website. If you have any questions, please contact me at 978-249-4551 or email me at townclerk@townofathol.org, Monday, Wednesday, Thursday 8:00 a.m. to 5:00 p.m. or Tuesday 8:00 a.m. to 8:00 p.m.

Thank you for being a loyal supporter to the Massachusetts Town Clerks' Association.

Sincerely,
Nancy E. Burnham, CMMC, Town Clerk
Editor, "*The Public Recorder*"



CONTRACT

Advertiser's Name: _____

Address: _____

Contact Person: _____

Phone: _____ Fax: _____

Email: _____

Website address: _____

SPONSORSHIP SELECTION:

Home Page Sponsor [] \$600.00 year

Public Recorder Sponsor* [] \$600.00 year

Full Advertising Sponsorship [] \$1000.00/year

Amount enclosed: \$ _____

Signature: _____

Date: _____

CONTRACT INFORMATION

MTCA Website

- Please email me a copy of your company Logo so we can put it on our website with a link to your website.

"The Public Recorder"

- Advertisements are published quarterly (March, June, September and December on "The Public Recorder" page.
- Advertisers will be emailed a PDF of the "The Public Recorder" quarterly page.

Please make all checks payable to the Massachusetts Town Clerks' Association and mail the check along with the signed Contract to:

Nancy E. Burnham, Town Clerk
584 Main Street
Athol MA 01331

The Public Recorder



TO: Danielle Sicard, MTCA Treasurer
FROM: Nancy E. Burnham, Public Recorder Editor
DATE: January 31, 2018
RE: Vendor Advertisements

Listed below are the vendors who have contracted to advertise on the MTCA website and/or The Public Recorder.

<u>Vendor</u>	<u>Type of Advertisement</u>	<u>Amount</u>
LHS Associates, Inc.	Website & Public Recorder	\$1,000.00
Kofile Preservation	Website & Public Recorder	\$1,000.00
Northeast Document Conservation Center	Public Recorder only	\$ 600.00
Total		\$2,600.00

Respectfully submitted,

Nancy E. Burnham
Athol Town Clerk
Editor, The Public Recorder

DATE/TIME	COORDINATOR/ PRESENTER	# CLERKS	COURSE NAME/ROOM/CAPACITY	INSTRUCTORS	Registration Link	Labels	SPEAKER TABLE/ CHAIRS	OTHER EQUIP
Wednesday Feb. 7, 2018 1:45pm - 4:45pm ***** Break: 3:15pm- 3:45pm		146	Session A: Election opening and closing procedures	Michelle Tassilari, Director/Legal Counsel, SOC Elections Lauren Goldberg, Member & Managing Attorney, KP Law Bob Cutler, Foxborough Town Clerk Andy Dowd, Northborough Town Clerk Deb Gremio, Auburn Town Clerk Dottie Powers, Westwood Town Clerk	https://www.surveymonkey.com/r/29NV869		Table, Chair	Projector, screen, microphone, Internet Access
Thursday Feb. 8, 2018 9am - 12Noon ***** Break: 10am- 10:30am	Dottie	116	Session B: LUCA 2020 Preparation Workshop	by John Barr, Program Manager, Census Division Susan Strate from the UMASS Donahue Institute	https://www.surveymonkey.com/r/221G3H3		6	Projector, screen, microphone, Internet Access
Thursday Feb. 8, 2018 9am - 12Noon ***** Break: 10am- 10:30am	Laura-Coordinator- Presenter: TBA	66	Session C: Municipal Law Unit Protocols and procedures	Margaret J. Hurley, Chief of the Attorney General's Central Massachusetts Division & Director of the Attorney General's MLU Kelli E. Gurnagan, Assistant Attorney General & By-Law Coordinator for the MLU Nicole B. Caprioli, Assistant Attorney	https://www.surveymonkey.com/r/2c0YQZT1G			Projector, screen, microphone, Internet Access
Thursday Feb. 8, 2018 1:45pm- 4:45pm ***** Break: 3:15pm- 3:45pm	Amy-Presenter?	20	Session D: LUCA 2020 Preparation Workshop	by John Barr, Program Manager, Census Division Susan Strate from the UMASS Donahue Institute	https://www.surveymonkey.com/r/2RD1GMP			Projector, screen, microphone, Internet Access
Thursday Feb. 8, 2018 1:45pm- 4:45pm ***** Break: 3:15pm- 3:45pm	Valerie Fox	120	Session E: What you need to know about the Structure of Board and Committees & OCPF	Lauren Goldberg, Member & Managing Attorney, KP Law Mike Sullivan, Director OCPF Jason Talk, Communications Director, MA Office of Campaign and Political Finance	https://www.surveymonkey.com/r/2NDG3BD			Projector, screen, microphone, Internet Access
Thursday Feb. 8, 2018 1:45pm- 4:45pm ***** Break: 3:15pm- 3:45pm	Karl Mai Tari	46	Session F: Records Retention Class	Veronica Martz, Electronic Records Archivist, Mass. Archives	https://www.surveymonkey.com/r/2PMVSDNZ			Projector, screen, microphone, Internet Access
Friday Feb. 9, 2018 9am - 12Noon ***** Break 10:00am-10:30am	Deb Gremio	110	Session G: Learn how to create reports and navigate your way through the VRIS & Security of our programs	Michelle Tassilari, Director/Legal Counsel, SOC Elections Rep from VRIS & Homeland Security	https://www.surveymonkey.com/r/2PCJ2XB			Projector, screen, microphone, Internet Access

MTCA Executive Board
Social Secretary

Jan 2018 through Feb 1, 2018 Cards Sent

Revised 02/01/2018

Type:	Sent:	To:	Reason:
Condolence	Jan 31	Nancy Morrison, Former Town Clerk	Husband passed
Condolence	Jan 31	Susan Galvin, Milton Town Clerk	Father passed

Sincerely,

Tara J. Shaw
Plympton Town Clerk