



Massachusetts Town Clerks' Association

The Public Recorder

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Inside this issue:

Beacon Hill Report	2
IIMC Region I News	3-5
CMC	6
MTCA Certification Exam	6
In Memoriam 2015	7
Vendor Ads	8-11

From the President, Andrew T. Dowd

Season's Greetings!

MTCA Officers and executive board members were invited to the State House on December 7th and stood with Governor Baker as he announced major "Municipal Modernization" Legislation. Once again, Clerks and the MTCA had a seat at the table, our suggestions were heard and incorporated into this legislation. We should all be proud of that accomplishment!



L-R Andy Dowd, Jeremy Gillis, Governor Baker, Nancy Talbot, Danielle Sicard, Dottie Powers

We have just finished making final arrangements for our February conference at the Devens Common Center. I'm happy to report the facility has agreed to keep all pricing the same as last year. There will be some excellent educational offerings to choose from. The registration packet will be available shortly. Mark your calendars, February 3rd – 5th 2016.

Happy Holidays to you and your families. Enjoy some time away from work with family and friends. Recharge those batteries, you'll need all the juice you can get for the busy year ahead!

Andy –

Andrew T. Dowd,
MTCA President 2015-2017



UPCOMING MTCA CONFERENCES

MTCA WINTER CONFERENCE
FEBRUARY 3-5, 2016
DEVENS COMMON CENTER
DEVENS, MA

MTCA SUMMER CONFERENCE
JUNE 15-17, 2016
RADISSON HOTEL
PLYMOUTH, MA

BEACON HILL REPORT

by Thomas Joyce, Esq.

During the holiday season Beacon Hill is festive, but relatively quiet on the legislative front. Meeting twice weekly in informal sessions until January, the House and Senate act on limited agendas passing bills by agreement of all members present, as a single objection can bring the session to a halt due to the absence of a quorum. Notwithstanding, joint committees are still conducting hearings and taking public testimony.

Prior to concluding formal sessions, the General Court acted on a number of important bills. The House Ways & Means Committee led by Representative Brian Dempsey, reported out the access to public records bill which was passed by the House with few amendments and sent to the Senate which is expected to take it up in January. You should note that we were successful in convincing Chairman Dempsey to include all of our suggestions in the proposal. Currently, we are working with the Senate to embrace the bill with our changes. Also, of note when he felt certain the legislature would act, Secretary of State William Galvin decided to drop his effort to gather enough signatures to place the public records question on next year's ballot.

The Governor remains busy on a whole host of issues. In fact just last week he announced his "Municipal Modernization Act" a 120-page proposal that contains a number of initiatives important to us. MTCA President Andy Dowd spent nearly 2 hours with Lt. Governor Karen Polito discussing many of the sections of the bill.

The "unveiling" of the bill was conducted in dramatic fashion on the Grand Staircase in the Statehouse. The ceremony was held with Andy Dowd, Jeremy Gillis, Danielle Sicard, Dottie Powers, and Marie Ryan front and center on the stage. After the event they were able to speak with Governor Baker and administration officials.

Many stakeholders in the municipal bill were hopeful it would remain as a single document and be considered by one joint legislative committee. I can inform you today that because the bill covers vastly different subject matters the House Clerks are intending to split the bill up and send portions of the bill to various joint committees as separate proposals.

While last month I reported upcoming changes in membership of the legislature, another Senator has surprisingly announced he will resign in January to join a lobbying group. Anthony Petruccelli of Boston, the Senate Majority Whip and an extremely important part of Senate President Stan Rosenberg's team, shocked Beacon Hill with his sudden announcement. A number of people are mulling a run to fill the forthcoming vacancy. Representative Aaron Michlewitz, Chair of the powerful Financial Services Committee, and past Chair of Election Laws Committee, was considered by many observers to be the favorite if he were to run, but he has decided he can best serve his constituents by remaining in the House as an integral part of Speaker DeLeo's team.

Now that we approach year's end I would like to thank all of you for your input, support and continuous education of me on your very important issues this year and I look forward to working with you in 2016. I wish you all a very happy holiday season!



International Institute of Municipal Clerks Region One News

www.iimc.com



Mid-Year Board Meeting

Julie and I attended our first mid-year board meeting in Seattle this past November 6th and 7th. We really enjoyed participating in this, and learning how vast an organization IIMC is. After a full day's development session on Social Media, we spent a very long day receiving committee and staff reports, reviewing policies and approving a budget. There will be more on this in upcoming newsletters.

2015 NEACTC Annual Conference

Like many of you, I'm enjoying the memories of the terrific conference we all enjoyed in Woodstock. The Vermont clerks did a wonderful job and I really appreciated the focus on education. The classes were top-notch and I think that what we learned there will be useful every single day.



Many clerks were disappointed to learn that state and regional conference classes earn half the educational points that institutes or IIMC conferences do – even with the same presenter, and the same material. IIMC Executive Director, Chris Shalby, explained that this policy from 2010 is actually designed to promote institutes in general and to keep IIMC's educational standards balanced and equitable across all states, 13 countries and over 10,000 members. The organization has to consider the greater good.

Region One Annual Meeting

We'll hold our Region One Annual Meeting for 2016 on Thursday, March 10. Here is a sneak preview:

- 1) It will be held at Avon Old Farms Hotel in Avon, Connecticut. Our room rate will be \$119.00 which can be reserved now: (860) 677-1651 or sales@avonoldfarmshotel.com.
- 2) There will be an Athenian Dialogue for 3 hours on Wednesday evening, March 9 and 3 hours on Thursday morning. The book will be "*I Am Malala: The Girl Who Stood Up for Education and Was Shot by the Taliban*" by Malala Yousafzai, facilitated by Kathy Newkirk. Athenians are worth 3 educational points.
- 3) There will be a 4-hour class on Friday morning, March 11, facilitated by the Central Connecticut State University. Because this is an IIMC-recognized institute, participants can receive 2 educational points towards their CMC/MMC.

2016 IIMC Annual Conference: Omaha, NE



The 2016 IIMC Annual Conference will be held May 22nd to 25th in Omaha, NE. If you've never been to an IIMC conference, you've GOT to try it! If you're unsure about attending, here are a few things to consider:

- 1) Omaha is a very cosmopolitan city with a ton of things to do. Google it, you'll see!
- 2) There will be an *offsite* education session focused on the revitalization of historic Omaha, reserved for only the first 75 to sign up.
- 3) You can receive up to 8 CMC/MMC points from an IIMC conference, not including additional Academy classes and Athenian Dialogues.
- 4) **You might be able to go for free.**
- 5) Airfare is not that bad, or so it seems right now.

If you have any questions about an IIMC Conference, be sure to give Julie or me a call.

continued on page 4 c

Continued from page 3

Region Director Challenge

Region Directors are competing to acquire the most new members through March 2016. The winner will receive **two annual conference scholarships**. Region I is doing well – we are in the top spot, neck and neck with Region 10 (Canada). Winning this challenge will leave us with a total of four scholarships for Region One attendees – a value of \$600 each.

Can you help? Is there anyone you know who would like to become a member of IIMC? Do you know any Clerks who are thinking of going for their CMC? Should your Deputy or Assistant Clerk become certified? If so, please help us increase our Region One membership (and win this Challenge) by **using the application form with my name on it**, which follows this article.

It's Time to Apply!



Scholarship and Grant Applications for 2016 are available now on the IIMC website, under the Education tab.

- State Associations can receive up to (4) \$500 scholarships, apply by February 1, 2016.
- Omaha Bound? Apply by February 12, 2016 for a grant to cover your IIMC Annual Conference registration.
- Apply by March 1, 2016 for a scholarship to attend an Institute to work on your CMC or MMC.

Be sure to let us know if you have any concerns regarding IIMC or if there's anything we can help you with.

Warmest wishes for a joyous Holiday Season,

Carol and Julie

Carol Anderson, CMC, MCTC
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Torrington, CT
Phone: (860) 489-2239
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Julie Coelho, CMC
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Town Clerk
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REGION DIRECTOR MEMBERSHIP CHALLENGE MEMBERSHIP APPLICATION

International Institute of Municipal Clerks

8331 Utica Ave., #200 • Rancho Cucamonga, CA 91730 • (909/944-4162) • FAX (909/944-8545)

PLEASE COMPLETE ENTIRE FORM PRIOR TO RETURNING TO IIMC

DEADLINE: Through March 1, 2016

☐ Mr. ☐ Ms. Name _____ Title _____

Municipality (city/village/town) _____ Municipal Pop. _____ Municipality Website _____

Mailing Address _____ Shipping Address _____

Municipality _____ State/Province _____ ZIP/Postal Code _____

Business Phone () _____ FAX () _____ Country _____

Work E-mail _____ Home E-mail _____

Home Address _____ Cell Phone () _____

City _____ State/Province _____ ZIP/Postal Code _____

☐ I was previously an IIMC member in: (Municipality) _____ (State/Province) _____

☐ Enclosed is CHECK for \$ _____ (payable in U.S. Funds to IIMC) Signature _____ Date _____

☐ AE/VISA/MC# _____ Exp. date _____ Signature _____ Total amount charged _____

I hereby swear & affirm I am eligible for the membership classification of _____ (insert member type)

Signature _____ Date _____

Region Director's Name: Carol Anderson **Date:** _____

State/Province Connecticut

MEMBERSHIP DEFINITIONS

BD15-16

FULL MEMBER

Full members are Municipal Clerks, City Secretaries, Records, Legislative Administrators and Directors of Corporate Services and/or an individual who serves a Legislative Government Body (LGB) in an administrative capacity with management responsibilities and whose duties include four of the following: • General Management • Records Management • Elections • Meeting Administration • Management of by-laws, Articles of Incorporation, ordinances or other legal instruments • Human Resources Management • Financial Management • Custody of the official seal and execution of official documents.

ADDITIONAL FULL MEMBER

Additional Full Members are fully qualified members from the same organization. This would essentially be Deputy Clerks within the same City, but could be other individuals provided they would qualify under the definition of Full Member. A city must have one Full Member before they would be eligible to have Additional Full Members.

ASSOCIATE MEMBER

Associate Members are individuals serving a legislative body in a capacity not previously defined. In other words if someone serving a legislative body does not qualify for Full Membership they would be able to join as an Associate Member. Associate members DO NOT have the right to vote, hold office or obtain certification, but they can take advantage of education programs and should they eventually assume the job of Clerk or Deputy, they could then apply for certification. A Full Member who is in transition (between jobs) would automatically become an Associate Member until they reassume the position of Clerk. Associate members would also pay a lower fee.

CORPORATE MEMBER

Corporate Members are those companies that find it advantageous to be affiliated with IIMC. They would not have any voting rights nor could they hold office or be certified.

ANNUAL DUES

Full Member Population

- up to 20,000 -- \$155
- 20,001 to 200,000 -- \$195
- Over 200,001 -- \$255
- Outside North America -- \$50

- Additional Full Member \$95
- Associate Member \$95
- Retired \$25
- Corporate Member \$600
- Overseas Associate Member \$50

CERTIFIED MUNICIPAL CLERKS

The following individuals have earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC):

Linda T. Lowe, CMC - City Clerk - City of Gloucester, MA

Melinda Morrison, CMC - Town Clerk - Town of Salisbury, MA

The CMC designation program is designed to enhance the job performance of the Clerk in small and large municipalities. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The designation also requires pertinent experience in a municipality. The program prepares the participants to meet the challenges of the complex role of the municipal clerks by providing them with quality education in partnership with 47 institutions of higher learning. The program has been in existence since 1970 and has helped thousands of clerks in various municipalities.

Founded in 1947, IIMC is a professional association with more than 10,000 members in the US, Canada and 15 other countries. IIMC's primary goal is to actively promote the continuing education and professional development of municipal clerks through extensive education programs, certification, recertification, publications, networking, annual conferences and research. IIMC also engages in municipal research administration, enhances critical professional skill development and fosters a spirit of mutual assistance and good fellowship among municipal clerks around the globe. IIMC is governed by a 26-member Board of Directors.

For more information please visit our website at www.iimc.com or contact us at hq@iimc.com or 909-944-4162.

Sincerely,

Chris Shalby, Executive Director

MTCA CERTIFICATION EXAM (CMMC) IN JANUARY

The MTCA examination for Certified Massachusetts Municipal Clerk (CMMC) designation will be offered in January. Applications must be received by Administrator Barbara LaBombard by **DECEMBER 15th** for the January exam, which will be mailed between January 1st and January 7th.

Applicants must have at least **three years** experience as **Town Clerk** and must complete a minimum of six required courses sponsored by the MTCA.

The Administrator will verify the courses through the Education Committee. More information is available in the certification program brochure.

Completed exams must be postmarked no later than February 10th for the January exam. Applicants are strongly urged to return the completed answer sheets by certified mail, return receipt requested.

Applicants will be notified by mail of the results of

their exams by March 1st. A copy of the notification must be submitted with the application for MTCA certification. The notification of successful completion of the exam will be valid for one year and will have an expiration date printed on it. If an applicant is not certified within one year, the test must be repeated.

The passing score for the exam is 80. Applicants are advised that they will need access to an updated copy of the Massachusetts General Laws to complete the exam successfully.

A non-refundable fee of \$50.00, made payable to the MTCA, must be submitted with the application. This examination is offered twice yearly – during the months of January and July. Application forms for the examination are available at all MTCA conferences and from the administrator, Barbara LaBombard - (cityclerk@easthampton.org) or by calling 413-529-1460.

In Memoriam 2015



Susan Egan, Holyoke- 21 years



Peter Koutoujian, Sr., Waltham- 30 years



Janet Orff Jacaruso, Hopedale-11 Years



Judy Block, Dover- 8 years



Nancy Yendriga, Westborough- 19 Years



Laure Berthette, Millville-3 Years



Nancy Norris, Holliston- 16 Years



Elinor Slade, Dennis- 24 years



Jane Dean Labute, Mashpee- 17 years



Martha Williams, Upton- 30 Years



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-John F. Kennedy

*Special thanks to Jeremy P. Gillis,
Town Clerk of Easton,
for providing this information.*

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—Mary-Ellen Lannon, Town Clerk of Winchester

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—Joyce Bradshaw, Town Clerk of North Andover

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Newsletter of the MTCA

584 Main Street
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Massachusetts Town Clerks Association

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The Public Recorder

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