



Massachusetts Town Clerks' Association

The Public Recorder

Volume 58, No. 30

DECEMBER 2016

Inside this issue:

Beacon Hill Report	2
Municipal Law Unit	3
OCPF	4
CMC's	4
In Memoriam	5
Vendor Ads	6-9

From the President, Andrew T. Dowd

We survived!

This election season certainly put all of us to the test. Our first experience in Massachusetts with Early Voting certainly kept us busy, and I know for most that's an understatement. When we opened our offices on October 24th it was unclear how many would show up to vote early, then, they started coming, in droves, it became clear a large percentage of voters were going to take advantage of this new option. In many ways it felt like election day, except we kept repeating it day after day without a break. Those of us that offered additional hours and locations also found the voters took advantage of the additional options. I don't think I've ever received so many compliments and thank-you's from residents, they really appreciated our efforts. That certainly helped keep us going during those long days and nights. You should all be extremely proud of your efforts administering early voting sessions in your community, great job!

The State Auditors Division of Locate Mandates sent out a survey recently to help capture the costs, along with pros and cons of early voting. If you haven't already done so, please complete the survey, this information will hopefully result in funding in the future to help cover early voting expenses. The MTCA will also be conducting a survey on early voting, this will help capture additional details as we work through the Elections Task Force to improve the process going forward. At our Winter Conference we'll have an early voting wrap-up session on Wednesday afternoon, this will provide another opportunity to share information and improve the process for all.

On December 15th I have the unique opportunity to attend Boston/Cambridge Election Science working group at MIT. This group of MIT faculty and students from around the city are interested in how elections operate and how they, through research, could potentially help improve the process. They are especially interested to hear about our first experience with early voting.

The MTCA Legislative Committee and our legislative agent Tom Joyce met this week to discuss our legislative agenda for the coming year. A summary of that meeting will be provided to our membership and we will review the legislative agenda at our upcoming Winter Conference. Also, our Elections Task Force Committee will be meeting the beginning of next month. We expect the Elections Task Force to convene their first meeting early in 2017. Input from all MTCA members, regardless of the size of your community, will be requested. I'm confident we can influence beneficial amendments to the current law.

After a grueling election season, many of you were fortunate to have a chance to unwind and attend the New England Association of City and Town Clerks Conference in Boston. Kudos to NEACTC President Bob Cutler and his committee for putting on a great event! Those of us that attended the elections class heard from Election Directors from Massachusetts, Rhode Island, and Connecticut – always interesting to hear how things are done in other states.

continued on Page 3

BEACON HILL REPORT by Thomas Joyce, Esq.

The 2015/2016 General Court will conclude at midnight on Tuesday January 3, 2017 after finishing its work on over 8000 proposals for legislation! The new legislature will be sworn in on the following morning, January 4th.

To be certain, the MTCA enjoyed a very successful two years. From lobbying a clerk friendly early election law to the enactment of a law permitting the use of electronic poll books at state elections we have much for which to be thankful.

In reviewing a few highlights from this year alone you should note that we were fortunate to have Lt. Governor Polito address our spring conference as well as join Governor Charlie Baker on the stairs of the Great Hall at the Statehouse for the celebration of the enactment of the very favorable Municipal Finance Reform Law. Additionally, Governor Baker issued a Proclamation declaring the first week in May as Massachusetts Municipal Clerks' Week.

As reported previously, we should take great pride in the numerous efforts by President Dowd working tirelessly to get the MTCA the recognition it deserves. In fact, for the first time in decades a non-government entity was invited to testify before a six person Committee on Conference. At the invitation of Representative Peter Kocot, House Chair of the joint legislative Committee on State Administration and Regulatory Oversight, President Dowd was invited to offer Association views on the initiative to broaden access to public records. Not only did he testify, his recommendations were incorporated into the final bill which became law!

Congratulations on successfully conducting the 2016 statewide elections. Your handling of early election voting is nothing short of spectacular. Your efforts made it a tremendous convenience for voters.

Although 2016 was an off year for Massachusetts Constitutional offices it was a year producing

very little turnover in the state Legislature. The House will have 12 new members and the Senate 3, far less than a ten percent turnover. The House will consist of 125 democrats and 35 republicans, and the Senate will consist of 34 democrats and 6 republicans.

Interestingly, bill filing deadline is the third Friday of January. I expect nearly 6000 bills to be filed and will be reviewing all of them that week-end and report to President Dowd and Chairman Bob Cutler on the bills impacting the MTCA.

The first order of business in the new Legislature will be to elect a Speaker and Senate President. I can confidently predict Robert DeLeo will be elected Speaker and Stanley Rosenberg will be elected Senate President as well as Bradley Jones will be elected House Minority Leader and Bruce Tarr will be elected Minority Leader of the Senate.

Importantly, in addition to appointing leadership teams, the Speaker and Senate President will assign their respective members to joint and standing committees and name committee chairs. This is traditionally done in January but may linger to early February.

I suspect the leadership of both branches will stay the same however, the process of forming new committees in the new legislature will be fun to watch. I will keep you informed.

I wish you all a very Merry Christmas and Happy Holidays!



MUNICIPAL LAW UNIT

Due to overwhelming response for the Attorney General's Office's recent by-law trainings we are pleased to announce a series of trainings around the state in early 2017.

In this free educational course, staff of the Municipal Law Unit will train local town officials on the procedure for submitting town by-laws to the Attorney General for review and the process for amending zoning by-laws pursuant to G.L. c. 40A, § 5.

We encourage Town Clerks and staff, Town Planners, Planning Board members and staff, and any other local officials who may be interested, to attend.

RSVP:

Please RSVP with your preferred location by email to Margaret Hurley, Director of the Municipal Law Unit, at: margaret.hurley@state.ma.us

DATES AND LOCATIONS:

1. Thursday, **January 5, 2017** from 10:00 a.m. to 1:00 p.m. in **Worcester, MA.**

This training will take place at:
Worcester Registry of Deeds
90 Front Street
Worcester, MA 01608

2. Wednesday, **January 11, 2017** from 10:00 a.m. to 1:00 p.m. in **Sharon, MA.**

This training will take place at:
Sharon Public Library
Community Room
11 North Main Street
Sharon, MA 02067

3. Wednesday, **February 15, 2017** from 10:00 a.m. to 1:00 p.m. in **Framingham, MA.**

This training will take place at:
Framingham Town Hall
Memorial Building - Blumer
Room 150 Concord Street
Framingham, MA 01702

Presidents Report Continued from page 1

The MTCA/MCCA Winter Conference will be held in Harvard at the Devens Common Center February 1st – 3rd, registration and hotel information was already sent out and is posted on the website. The Education Committee met this week to finalize the course offerings, that information will be included in the full brochure next week. Please keep in mind that scholarship funds are available for those in need of assistance. Yes, it will probably snow that week, after all its tradition!

The Mentoring Committee will be offering a training session on Thursday January 12th in Northborough on Census/VRIS with a little touch of OCPF. These ongoing sessions have been very well received and provide a great opportunity for new Clerks and staff to obtain training and make connections with other Clerks. A big thank you to the Mentoring Committee to continuing their efforts on this great program! Going forward we'll be looking for others to volunteer and help with these sessions, please consider volunteering.

Happy Holidays & Happy New Year! Enjoy this time with family and friends, and hopefully a well-deserved few days off from work.

See you in Devens!
Andy –



UPCOMING MTCA CONFERENCES

MTCA WINTER CONFERENCE

FEBRUARY 1-3, 2017
DEVENS COMMON CENTER
DEVENS, MA

MTCA SUMMER CONFERENCE

JUNE 14-16, 2017
RADISSON HOTEL
PLYMOUTH, MA

MTCA FALL CONFERENCE

SEPTEMBER 20-22, 2017
SHERATON SPRINGFIELD MONARCH
PLACE HOTEL
SPRINGFIELD, MA

OFFICE OF CAMPAIGN & POLITICAL FINANCE**YEAR-END INFORMATION FROM OCPF**

THE YEAR-END REPORT IS DUE JAN. 20, 2017, AND IS FILED BY EVERY INCUMBENT CANDIDATE AND COMMITTEE.

SELECTMEN? YES.
SCHOOL COMMITTEE? YES.
LIBRARY TRUSTEE? YES.
HOUSING COMMISSION? YES.

Every individual who currently serves in an elected office, whether they were on the ballot this year or not, should be filing a year-end campaign finance report. Municipal candidates *who are not incumbents*, but maintain a cash balance, liabilities or a committee, or had financial activity during the reporting period, will also file year-end

reports.

Click here for the M-102 campaign finance report. Click here for a sample notification letter that you can e-mail or mail to your candidates and committees.

Please contact Jason Tait at OCPF (jtait@cpf.state.ma.us) with questions.

**Certified Municipal Clerk**

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

Jeanne M. Survell, CMC - Assistant Town Clerk - Town of Sterling, MA.

Tara J. Shaw, CMC - Town Clerk - Town of Plympton, 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



In Memoriam 2016



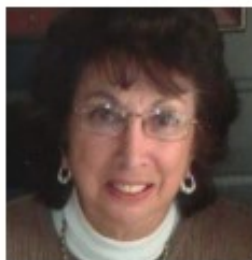
Janet Bennett, Hull- 36 years



Laura Courcier, Somerset- 20 Years



Harriet Breton, Millville- 25 years



Lucy Almasian, Sherborn- 21 years

"Let the public service be a proud and lively career."

-John F. Kennedy



Looking for the
Fastest, easiest and most **secure** way
to **collect revenue online?**



Designed specifically for municipalities, **UniPay Gold** provides fast, secure collections through an online, user friendly application with the added benefit of a credit card option.

UniPay Gold offers easy reconciliation, real-time reporting capabilities and an experienced, full service team devoted exclusively to municipalities. Your constituents will enjoy the convenience of paying for **vital records • licenses • fees • permits • tickets • and more online.** Best of all, payments can be made anytime, anywhere!

To learn more about **UniPay Gold** and how it can improve your revenue collections, please contact Debbie Mateer at 508.849.4255 or visit us online at unibankgov.com today.



UniBank
The proven leader in Government Banking

49 Church Street • Whitinsville, MA 508.234.8112 • unibankgov.com • Member FDIC/Member DIF

PRESERVING UNIQUE AND HISTORICAL RECORDS

A Nonprofit Preservation Resource

- Conservation Treatment and Digitization
- Free Web Resources for Town, Municipal, and County Clerks
- 24/7 Disaster Advice

100 Brickstone Square, Andover, MA 01810
(978) 470-1010 • www.nedcc.org



**Need advice? Call to discuss your most
valued records with a conservator.**



**NORTHEAST
DOCUMENT
CONSERVATION
CENTER**



archival **PRESERVATION**

PRESERVE & ACCESS YOUR COMMUNITY'S HISTORY

- ☞ BOOKS
- ☞ PAPER
- ☞ MAPS
- ☞ IMAGE
- ☞ INDEX

KOFILE TECHNOLOGIES
 WWW.KOFILE.US 1-800-639-3027

JOE DEGNAN
 joe.degnan@kofile.us

BILL STEWART
 william.stewart@kofile.us



KING INFORMATION SYSTEMS, INC.

3 Edgewater Drive Norwood, MA 02062


(781) 762-6477

www.kinginfosystems.com

kinginfosystems@verizon.net

We are a 43 year old Records Management company specializing in organizing archival records for cities and towns. For a **FREE** informational package with references and testimonial letters, call or e-mail us. Ask for Linda or Carol.

Proven Value
 Through Best-in-Class Codification Services



**GENERAL
CODE**
 Codification Division

Toll Free: 855.GEN.CODE
www.generalcode.com

GANGI PRINTING

Since 1973

- ❖ Town Meeting Warrants
- ❖ Street Directories
- ❖ Code of By-Laws
- ❖ Town & City Manuals
- ❖ Applications & Reports
- ❖ Annual Reports
- ✓ Exceptional Quality
- ✓ Exceptional Service
- ✓ Friendly Professionals
- ✓ SDO Certified WBA
- ✓ Family Owned
- ❖ Business Cards
- ❖ Letterhead & Envelopes
- ❖ Brochures & Flyers
- ❖ Large Format Printing
- ❖ Electronic File Services
- ❖ Graphic Design Services

"I worked with Gangi Printing for the first time this year for the printing and set up of our annual street list books. I must say it was a pleasure and a privilege to work with this company. Everyone was very professional and extremely helpful. To my surprise this was a quick and painless experience due to the staff's knowledge and capabilities. I am done looking for a reputable vendor – Gangi is the best around".

—Deb Bourbeau, Town Clerk of Montague

"Gangi provides quick and terrific service. I highly recommend my fellow government employees to give Gangi a try!"

—Mary-Ellen Lannon, Town Clerk of Winchester

"I would like to recommend the quality work by Gangi Printing from Somerville MA producing the 2015 Town of North Andover Street Listing. This is the first time we have used this company and would highly recommend them. The quality and ease of working with them made for a smooth process. You can contact them at gangiprinting.com or (617)776-6071."

—Joyce Bradshaw, Town Clerk of North Andover

Call: 617.776.6071
email: orders@gangiprinting.com



NEW ENGLAND'S LEADER IN
ELECTION SUPPORT AND SERVICES.

YOU CAN COUNT ON US!



VOTING SYSTEMS
ELECTION SUPPLIES
DOG TAGS
ONLINE ORDERING



BALLOT PRINTING
CENSUS PRINTING
STREET BOOKS
VOTER LISTS
POST CARDS



ELECTION SERVICES
E POLL BOOKS
MAILING SERVICES
TRAINING



LIVE HELP DESK
ONSITE MAINTENANCE
ONSITE SUPPORT

LHS ASSOCIATES, INC.
10 Manor Parkway
Unit B
Salem, NH 03079

Toll Free: 1.888.547.8683
Fax: 1.603.212.0028
www.lhsassociates.com
www.lhsassociates.com/shop

Newsletter of the MTCA

584 Main Street
Athol MA 01331



Massachusetts Town Clerks Association

President

Andrew T. Dowd, CMC/CMMC, Northborough

First Vice-President

Jeremy P. Gillis, MMC/CMMC, Easton

Second Vice-President

Marie Y. Ryan, CMC/CMMC, Great Barrington

Secretary

Danielle Sicard, Norton MMC/CMMC

Treasurer

Robert E. Cutler, Jr., CMC/CMMC, Foxborough

Editor

Nancy E. Burnham, CMC/CMMC, Athol

The Public Recorder

The Public Recorder is published monthly August to June by the Massachusetts Town Clerks' Association for its membership.

Closing date for copy submission is the FIRST DAY of each month. All news, notes, clippings, meeting notices, and address corrections should be sent to Editor Nancy E. Burnham, 584 Main Street, Athol MA 01331

Phone: 978-249-4551

Email: townclerk@townofathol.org

Website: www.masstownclerks.org