



Massachusetts Town Clerks' Association

The Public Recorder

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FEBRUARY 2014

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From the President, Nancy M. Blackmer

I hope all of you that attended the conference in Sturbridge enjoyed it and learned something from the classes you attended. As usual, we had snow during the conference. The Education Committee works hard to come up with classes for each conference that they feel will benefit everyone. I attended the Gateway class and learned many new things and have put some to use already.

Now is the time to start thinking about attending NEMCI&A. If your town will not support your attendance, watch for the scholarship application. It will be in a future Public Recorder and also on the MTCA website. Our county associations along with the MTCA are very generous in funding scholarships. I would like to take this opportunity to thank the county associations for their support of this. If you have never attended NEMCI&A, check it out, their website is www.nemcia.org. It definitely is an experience and the friendships you make will last a lifetime.

I want to thank our vendors that faithfully attend our conferences. They support us in many ways, please support them. I also want to thank the vendors that advertise in The Public Recorder, again they support us and I ask you to support them.

Local Town election season is beginning. Some of you will be running for your office – good luck to you. Good luck to all of you as you prepare for and run your elections. Many of you have had several special elections, so you have had lots of

practice running elections. Thanks to the work of our association a few years ago, we were able to get the Ethics Commission to create an exemption so that we can run the election when we are on the ballot.

Nomination papers are starting to come in for those wishing to run for State offices. If the candidate is a resident in your community, remember that you must fill out the Enrollment Certificate on one of the nomination papers. The deadline to submit nomination papers for certification is April 29, 2014 for all offices except statewide and federal. We can look forward to a busy fall election season – the Primary in September and the Election in November.

Our summer conference will be June 11-13 at Sea Crest. Mark your calendar and try to attend this conference.

MTCA CONFERENCES

MTCA SUMMER CONFERENCE

Sea Crest Beach Resort

N. Falmouth, MA

June 11 - 13, 2014

BEACON HILL REPORT

by Thomas Joyce, Esq.

I was pleased to join you at the Sturbridge Host Hotel this past week and talk to many of you individually about the big job ahead at the Statehouse. Sadly, during my luncheon legislative update, back in Boston, the House of Representatives was debating an Ethics Committee order to expel one of its members due to his criminal incarceration, which prevented him from adequately representing his constituents. The order was ultimately overwhelmingly adopted. Representative Carlos Henriquez was the first House member expelled since 1906.

Just to recap my remarks, recall that after a very successful legislative year in 2013 the MTCA is faced with a huge task this year. You will recall that in November the joint committee on Election Laws favorably reported, and the House passed an election bill that provides for early voting for 10 days prior to the 2016 Presidential elections. Importantly, the bill provides that Clerks may allow the vote to occur in their office with it limited to normal business hours. Additionally the bill provides for on-line voter registration, and much of the agenda long sought by the MTCA. Then merely a few weeks ago the Senate passed an elections bill containing nearly every conceivable reform put forward by the advocate community, much of which may be impossible to comply with. For a more detailed description of the bills see the January Recorder.

The two bills, House Bill 3788 and Senate Bill 1981 are now before a 6 member conference committee to reconcile the differences (2 democrats and 1 republican from each branch.) The three House members are Chairman James Murphy of Weymouth, Representative Michael Moran of Brighton and newly elected Representative Shaun Dooley of Norfolk. The Senate members are Chairman Barry Finegold of Andover, Senator Sal DiDomenico of Everett and Senator Robert Hedlund of Weymouth.

I have been working hard to persuade legislative leaders as well as the members appointed to the conference committee to recommend a bill that most favorably resembles the House Bill 3788. I have met with five of the six conferees and will be meeting with Senator Finegold on Thursday. My meetings have been quite positive thus far. I am confident that if and when a final bill emerges it will have recognized our concerns.

As a matter of information there is no set schedule for the conference committee to meet and in fact no deadline to report. In fact there are presently five conference committees appointed and surely more to come before the end of the legislative session. A couple of those conference committees were appointed nearly six months ago. I hope to have good news to report before the Legislature prorogues July 31.



Western Mass. City & Town Clerks Association

ANNUAL PICNIC

at



Friday, August 1, 2014

Please note that this is a change of date due to scheduling of the pavilion.

More details to follow

ARCHIVES EDUCATION PROGRAM

The Massachusetts State Archives, Massachusetts Board of Library Commissioners, and the Graduate School of Library Information Science at Simmons College, in partnership with the Massachusetts Town Clerks' and Massachusetts City Clerks' Associations, has received a grant from The National Historical Publications and Records Commission to create an archives education program specifically designed for Municipal Clerks.

The program will focus on the management and preservation of town records, and consist of a Beginner series and Advanced series of courses. The first series is scheduled to begin in November 2014 with a face-to-face meeting followed by on-line instruction and assignments. The first series will have two sections, and the face-to-face meetings will be held in Boston and western Massachusetts. Each series will consist of several instructional modules with follow-up assignments. Presenters for the coursework include representatives of the faculty at the Simmons College

Graduate School of Library and Information Science, the Massachusetts State Archives, and the Massachusetts Board of Library Commissioners. Planned session topics include archival standards, electronic data, and digital preservation.

The tuition for each series is estimated at \$150.00. The support of town and city clerks, and that of each community throughout the Commonwealth, is critical to the effectiveness and success of this program. Registration for the fall 2014 archives education program will begin in June 2014. Please request support from your community for tuition to participate in this very informative and important series. Check the Massachusetts Town Clerks' Association web site www.masstownclerks.org for information as it becomes available!

OFFICE OF CAMPAIGN & POLITICAL FINANCE

Municipal office-holders must file a change of purpose form if they decide to run for state or county office in 2014

Each state election year, many municipal office-holders decide to run for state or county office. In those cases, the campaigns must register with OCPF and may have dual filing requirements at the state and local levels.

Once a city or town candidate decides to run for state or county office, **he or she must file a "[change of purpose](#)" form CPF 101P** with OCPF and provide a copy of the form to their local election official.

In addition to the change of purpose form, a copy of a candidate's M101 organizational form from the local level should be filed with OCPF. Also, the candidate

should file with OCPF a copy of the summary page from the most recent campaign finance report filed with their city or town clerk.

Once registered with the state, the candidate will be given an identification number and password to allow them to file electronically with OCPF.

If a candidate continues to seek office at both the state and municipal levels, he or she will continue to file campaign finance reports at both levels.

For more information, please see OCPF's memo on the subject, [M-95-07](#).

CERTIFIED MUNICIPAL CLERK

I am pleased to inform you that as of today, the following individual has earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC):

Lisa Ferguson, CMC - Assistant Town Clerk - Town of Framingham, 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 ex-

tensive 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



Need to know what MTCA classes you have taken?

Contact Database Coordinator:

Katherine Ingram

Town Clerk

20 Williams Street

Longmeadow MA 01106

413-565-4103

kingram@longmeadow.org



NEMCI&A

New England Municipal Clerks' Institute & Academy

Grow and Learn with us...

Save the dates...

NEMCI&A 2014 will be held July 12 - 18, 2014.

Celebrate the New England Municipal Clerk's Institute & Academy 40th Anniversary. Save the dates for your personal growth. It is time to experience NEMCI&A! Attending the Institute or the Academy will be the best decision you will ever make for your professional development. The Board of Directors of NEMCI&A look forward to seeing you on the campus of Plymouth State University, in New Hampshire's beautiful Lakes Region.

July 12, 2014 - July 18, 2014
Come Grow and Learn with us...

Participation

The Institute is open to all City and Town Clerks, Deputy or Assistant Clerks, as well as their staff in the United States and Canada. Clerks, Deputies, Assistants and Clerk's staff are given first preference for attendance. Other municipal employees may attend pending space availability. To be eligible for certification, participants must attend all classes.

The Students

Your fellow students will be your professional counterparts from large and small communities. Together you will exchange concerns, problems, solutions and even some hilarious laughs. From this sharing, warm and lasting friendships will emerge. The graduation ceremony, reception and banquet will be held on Thursday evening, providing yet another opportunity for sharing the professional pride that comes with professional development.

The Campus

Plymouth State University's campus is in Plymouth,

NH with up-to-date classrooms and facilities. The staff of the University joins the New England Municipal Clerks' Institute and Academy (NEMCI&A) in providing you with ideal opportunities to study, learn and share experiences with colleagues from many states as you sit in classes with some of the greatest teachers available.

The Community

Located in central New Hampshire at the gateway to the White Mountains and the Lakes Region in the quaint town of Plymouth, Plymouth State University (PSU) is within minutes of ski resorts, lakes, and parks and only two hours from Boston. PSU offers much in the way of entertainment and relaxation.

What is IIMC Certification?

A CMC (Certified Municipal Clerk) certification is a distinction granted by the International Institute of Municipal Clerks to Clerks who have completed three years of full attendance at a recognized Institute (such as NEMCI) and/or fulfilled other educational and non-educational requirements. You must also have been a member of IIMC for a minimum of two years to qualify for your CMC certification. A MMC (Master Municipal Clerk) certification recognizes high level achievements beyond the attainment of CMC designation. This is the highest designation issued by IIMC and is granted to clerks who have completed IIMC's MMCA (Master municipal Clerk's Academy). This is an extensive program which has a rigorous educational component, a professional and social contribution component, and a commitment to lifelong learning. The Academy offers an opportunity to pursue this MMC designation through professional development and personal growth. For further information on CMC or MMC, contact IIMC at www.iimc.com.

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- Mary-Ellen Lannon Town Clerk of Winchester

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The Public Recorder

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