



## Massachusetts Town Clerks' Association

# The Public Recorder

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### MTCA CONFERENCES

**MTCA SUMMER  
CONFERENCE**  
**JUNE 10 - 12, 2015**  
SEA CREST BEACH HOTEL  
FALMOUTH, MA

**MTCA FALL  
CONFERENCE**  
**SEPT. 30 - OCT. 2**  
SHERATON SPRINGFIELD  
MONARCH PLACE HOTEL  
SPRINGFIELD, MA

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### From the President, Nancy M. Blackmer

Another conference has been successfully completed. I heard a lot of positive comments about our new location. We did have our usual Winter Conference snow. I think we all agree that there has been enough snow for this winter. I know I have about run out of space to put it. At the rate we are going, we may still have snow at Sea Crest.

Thank you to the members of the Education Committee for arranging the classes. They tried something new this time and repeated most of the classed in the afternoon. Please let them know if you liked this format or not. We also had the representatives from the state offices speak at lunch instead of Friday morning. We then had a speaker on Friday morning. Attendance at that class was very good. Please let us know your thoughts on this as well. Conferences are for all of us and any feedback on what you liked or disliked is always helpful.

Thank you to everyone who worked to put the conference together. There is a lot of work behind the scenes to make everything run smooth. When we choose a new location, there are usually a few problems as we learn what the hotel/conference center expects and they learn what we expect. If you experienced any problems, please let one of the officers know so that we can address it.

Our next conference will be June 10-12 at Sea Crest. Mark your calendars and I hope to see you there. For new clerks – there

will be a new clerk's class that you will find helpful. They usually go over many topics that only happen once in a while in our offices as well as the things that happen regularly. The Education Committee will be meeting soon to plan the classes for the conference so if anyone has a suggestion, please contact a member of that committee or **Onorina Maloney** (OMaloney@townofchelmsford.us), who is Chairman of that committee.

The Fund Raising Committee for the 2016 New England Conference has been working hard. Thank you to everyone who supports this project, whether it is bringing an item for the raffle or purchasing tickets, your support is really appreciated. Ann Quirk and her committee have been doing a great job.

The Nominating Committee is looking for people interested in serving our Association. The positions that are open for nomination are: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, and three members of the Executive Board. If you are interested in any of these positions, please contact Tedi Eaton, Chairman of the Nominating Committee ([teaton@needhamma.gov](mailto:teaton@needhamma.gov)). Serving on the E-Board involves attending six meetings a year – one meeting at each of our conferences and one meeting in between each conference. In order to serve as an officer, you must first serve at least one year on the E-Board. If you would like to serve our Association, please consider volunteering for one of these positions.

## BEACON HILL REPORT

by Thomas Joyce, Esq.

As hearty New Englanders we are reminded that Mother Nature can take a large measure of control very quickly. To be certain government officials, From Governor Baker to municipal workers are struggling to come to grips with winter's fury. Ordinary government functions we take for granted have in many cases been suspended. Just last week for two consecutive days government offices were ordered closed, including our state legislature, requiring it to postpone action on the \$756 million deficit reduction bill.

Due to the storms, bills have not yet been numbered, printed and referred to joint committees. In fact, Speaker Bob DeLeo has not yet appointed his leadership team including committee chairs and members. With February school vacation upon us, I suspect the Speaker will not do so until next week. House members are anxious to see where they end up and look forward to tackling the 2015-2016 agenda.

In the Senate, newly appointed President Stan Rosenberg wasted no time announcing his team and making committee assignments. Senator Harriet Chandler from Worcester is Majority Leader, Senator Anthony Petrucci of East Boston is Majority Whip, Senator Karen Spilka from Ashland is Chair of the powerful Ways & Means Committee and Senator Thomas Kennedy is the new Chair of the Election Laws Committee.

One issue of significant importance is the legislature's adoption of joint rules, which essentially governs how the 27 joint committees operate, including in what manner they act on bills before the joint committees. The first day of the session each branch adopted temporary joint rules, which mirror last session's rules. As long as I can recall, bills are acted upon in joint committee according to a vote of the majority of committee members. You will recall that the House committee members outnumber the Senate members 11 to 6, largely due to the fact that there are 160 members of the House and 40 members of the Senate.

Last week the Senate, led by Senator Mark Montigny of New Bedford, voted unanimously to alter the play-

ing field, so to speak, by adopting the Senate version of joint rules which among other things, permits Senate joint committee members to unilaterally act on Senate filed bills and House members to act on bills filed in the House. This proposal could dramatically effect how a bill becomes law. For this change to take effect the House will have to approve this move.

This promises to be the beginning of a very interesting legislative session! Joint committees will be bound by the temporary rules until this issue is resolved. Stay tuned, as this could dramatically effect how we lobby bills going forward.

Another significant point of interest, I believe, is the newly created Senate listening tours crafted by President Rosenberg and Senator Michael Rodrigues of Fall River. This allows a forum for a group of Senators to seek public input in six geographical areas across the state by visiting those areas and encouraging the public to comment and voice their concerns on any and all matters of interest. The purpose is to attempt to actively involve the public in policy. In fact, President Rosenberg has told me that if these listening tours do not result in the consideration of legislation, then the Senate has failed its mission.

While the Senate, under new leadership, sets its course. The legislature grapples with a host of issues including joint rules and the newly constituted Executive branch begins its work, I will continue to monitor the hundreds of issues that will or could impact the MTCA.

## MTCA NOMINATING COMMITTEE

### MTCA Nominating Committee Seeks Applicants for MTCA Officers & Executive Board

The MTCA Nominating Committee is charged with the responsibility of nominating and presenting a slate of officers to the MTCA membership at the Annual Meeting in June that duly reflects representation of its membership (as stated in the MTCA Policies & Procedures). The Nominating Committee makes every effort to have statewide representation on the Executive Board.

The officers of the MTCA shall be President, First Vice-President, Second Vice-President, Secretary and Treasurer. Each shall be elected at the Annual Meeting of the MTCA and shall hold office for one (1) year or until a successor is elected or appointed. Officers may serve no more than two (2) consecutive terms in office with the exception of Secretary and Treasurer, who may serve no more than five (5) consecutive terms in office.

The following positions are open for the fiscal year beginning July 1, 2015:

**President** – Nancy M. Blackmer, MMC/  
CMMC, Town of Orange, *Franklin County*

**First Vice President** – Andrew T. Dowd,  
CMC, Town of Northborough, *Worcester County*

**Second Vice President** – Jeremy Gillis, MMC/  
CMC, Town of Easton, *Bristol County*

**Treasurer** – Robert E. Cutler, CMC/CMMC,  
Town of Foxborough, *Norfolk County*  
(Term of Office July 1, 2015 – June 30,  
2016 – fourth of possible five years)

**Secretary** – Marie Y. Ryan, CMMC, Town of  
Great Barrington, *Berkshire County*  
(Term of Office July 1, 2015 – June 30,  
2016 – third of possible five years)

Three members of the Executive Board each for a three-year term

Current E-Board members whose terms are expiring represent Bristol, Barnstable and Middlesex Counties.

If you are interested in serving as an officer or on the MTCA Executive Board, please submit a letter of interest by March 20, 2015 to the Nominating Committee.

Thank you,

Theodora K. Eaton, Needham  
Margaret R. Bonderenko, Mendon  
Wendy M. Houle, Sunderland  
Lynn Sibley, Whately  
Kaari Mai Tari, Westford  
Andrew T. Dowd, 1st VP, Northborough  
*MTCA 2015 Nominating Committee*

## OFFICE OF THE ATTORNEY GENERAL MUNICIPAL LAW UNIT

On January 7, 2015, Chapter 487 of the Acts of 2014, *An Act Further Regulating Town Meeting Notices*, took effect in the Commonwealth. The new law, codified as G.L. c. 39, § 10A, "Recession and continuation of town meeting due to inclement weather or public safety emergency; notice" allows the town moderator, because of weather-related concerns or a public safety emergency, and after consultation with local public safety officials and members of the board of selectmen, to declare a continuation of town meeting to a time, date and place certain. The new law sets forth several notice and posting requirements in the event that the moderator recesses and continues the town meeting. See G.L. c. 39, §10A (b). Further, Section 10A (d) requires:

*Within 10 days after a declaration*

*to recess and continue a town meeting pursuant to this section, a local public safety official designated by the board of selectmen of the town in which the declaration was made shall submit a report to the attorney general that sets forth the reasons why the declaration was made.*

Reports to the Attorney General pursuant to G.L. c. 39, § 10A (d) should be filed with the Municipal Law Unit of the Attorney General's Office either via email to [bylaws@state.ma.us](mailto:bylaws@state.ma.us) or mail to: Office of the Attorney General, Municipal Law Unit, 10 Mechanic Street, Suite 301, Worcester, MA 01608. If you have any questions, please contact the Municipal Law Unit at (508) 792-7600.

## CERTIFIED MUNICIPAL CLERK

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

**Jayanne Sci, CMC - Assistant Town Clerk - Town of Brewster, 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](http://www.iimc.com) or contact us at [hq@iimc.com](mailto:hq@iimc.com) or 909-944-4162.

Sincerely,

Chris Shalby  
Executive Director

## The Servant Leader in You By Onorina Z. Maloney, Town Clerk

Robert Greenleaf, who coined the Servant Leadership philosophy in the 1970s, said that “Good leaders must first become good servants.” How does a Municipal Clerk become a good servant first, and then a leader? Is it by patiently listening to a frustrated voter, a bereft co-worker, or contributing to a local professional association? Serving others is exactly that, serving others for the sake of the greater good when you don’t expect anything in return, except for the satisfaction in knowing that you are making a difference for that individual, or cause. The servant leader always proceeds for the greater good.

As we are municipal employees, we are often referred to as public servants. Public servant, as defined by the Merriam Webster dictionary, is ‘a government official or employee.’ The term servant leader is yet to be added to the dictionary; however it is believed to be an ancient philosophy attributed to Lao Tzu, author of the Tao Te Ching, who lived in ancient China.

The Servant Leadership philosophy can not only be attributed to individuals, but to organizations, as well; after all, the purpose of government is to serve!

The Municipal Clerk’s role is that of a servant leader, as the main desire is indeed to serve. There are numerous characteristics attributed to this philosophy; among them are:

**Awareness, listening, persuasion, foresight, stewardship, conceptualization, community, commitment.** Let’s see how these characteristics apply to you, as a Municipal Clerk.

Clerks are **aware** of their abilities and strengths and know when to enlist others. Aware Clerks are not afraid to admit when a mistake has been made and are not driven by ego. They are driven by situational awareness, as well as by proactiveness, as opposed to reactivity.

Clerks practice effective **listening**...after all; it is how the professional Clerk learns. By practicing effective listening, the Clerk is demonstrating that the ideas and opinions of others are valued and that they do matter.

Clerks are **persuasive** by leading through influence and having others join their cause. Persuasiveness is not to be mistaken for manipulation, but instead it is having the passion, and resolve in one’s vision, coupled with the courage to make that vision known. Clerks have **foresight** by being proactive, and lead instead of following. The Clerk always has the ‘pulse’ on the future. Foresight is placing fear aside; the Servant Leader does not ask ‘What if it does not work?’ However, enthusiastically shouts ‘What if it does?’

Clerks honor **stewardship** each and every day by being aware that today’s actions will impact tomorrow’s events. The Municipal Clerk role has been in place for a long time, in some parts of the United States, such as New England, for over 300 years. The Clerk is tasked with the responsibility of stewardship by maintaining and preserving the Town’s records and history.

Clerks practice **conceptualization** by thinking expansively and stretch thinking of the big picture, and are not afraid in pursuing big ‘dreams’. With minimal financial resources and personnel, Clerks always think outside of the box...heck, the Clerk throws the box away!

Clerks build **community** within the organization. Clerks often organize events, foster team spirit and are the professionals who can be relied upon for information: from knowing the name of your dog, your voting status, the location of ancient tombstones and passed legislation, Clerks can be counted on for being the GOOGLE and GPS for the community.

*continued on page 6*



***"The Servant Leader in You" continued***

Clerks hold a **commitment** to the growth of their team, and people in general, in the highest regard. Clerks are always committed to the greater good, meaning that whatever, whenever one can be of service and make others' lives better and a bit easier, they are ready. Clerks are committed to ensuring that their team has the same opportunities for professional development and personal growth.

Please take a few minutes to reflect on these characteristics and ask yourself how they apply to you, as a Municipal Clerk. Do you see yourself as a Servant Leader? What have you learned about reading the characteristics associated with Servant Leadership? I invite you to explore this ancient philosophy further by reading the works of Robert Greenleaf, Max De

Pree, Lao Tzu, and Dale Carnegie. It is with confidence that I say that by adopting the Servant Leadership Philosophy, you will increase your own satisfaction in knowing that you are making a meaningful difference, as well adding greater value and worth as a Municipal Clerk.

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# Newsletter of the MTCA

584 Main Street  
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## **Massachusetts Town Clerks Association**

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Nancy M. Blackmer, MMC/CMMC, Orange

### **First Vice-President**

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### **Second Vice-President**

Jeremy P. Gillis, MMC/CMMC, Easton

### **Secretary**

Marie Y. Ryan, CMC/CMMC, Great Barrington

### **Treasurer**

Robert E. Cutler, Jr., CMC, Foxborough

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## **The Public Recorder**

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