



Massachusetts Town Clerks' Association

The Public Recorder

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FEBRUARY 2015

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From the President, Andrew T. Dowd

Thanks to all involved for making our February conference such a huge success! We had a record number of attendees who enjoyed some fantastic education sessions.



Left to right: MTCA President Andy Dowd; MCCA President Lisa Thomas, and Lt. Governor Karyn Polito

It was an honor to have Lt. Governor Karyn Polito speak to us during lunch on Thursday. Both Karyn and Governor Baker benefit from having served as selectmen early in their political careers. They understand, very well, the important job we have, and the vital direct connection we have with our residents.

Best of luck to all of you on March 1st! I expect this will be one of the busier Presidential Primaries in recent memory. After months of planning and preparation the day will go by in a flash. When the polls are closed, the results tallied and posted, take a minute to pat yourself on the back and be proud of the good job you did making another successful election happen.

Thanks,

Andy –

Andrew T. Dowd,
MTCA President 2015-2017



Left to right: Danielle Sicard, MTCA Secretary; Jeremy Gillis, MTCA First Vice-President; Lt. Governor Karyn Polito; MTCA Second Vice-President Marie Ryan; MTCA President Andy Dowd; and MTCA Treasurer Robert Cutler, Jr.

BEACON HILL REPORT

by Thomas Joyce, Esq.

Congratulations to all for a successful conference at Devens. Kudos in particular to Association President Andy Dowd for successfully securing our Lieutenant Governor, Karen Polito to be the featured speaker at Thursday's luncheon. A dynamic speech, Lieutenant Governor Polito wasted no time in congratulating Clerks on the critical job you do and wished you success in the upcoming elections. As a former State Representative from Shrewsbury, she demonstrated a firm grasp of your multiple tasks and the tremendous contribution you make to municipal government and all your residents.

I had the pleasure to briefly address you at the luncheon as well. I was very pleased to inform you that the electronic poll book legislation is on the move in the House, having been one of only a few bills reported favorably by the Joint Committee on Election Laws for action this legislative session.

As noted by Lieutenant Governor Polito at the luncheon, Governor Charlie Baker has filed House 2 his 2017 fiscal budget proposal for consideration by the House Ways & Means Committee. House Ways & Means then will recommend its version to the full House for action in April.

I was happy to report that it was the first Governor's budget in years that did not include language creating a secure vital records trust fund. Although this issue may need to be addressed in the House or Senate budget proposals, the MTCA Legislative Committee and I will watch this very closely.

Coincidentally, on the day of the Devens luncheon, the Senate debated and passed its version of Public Records Reform. That bill, along with the earlier passed House bill, is now before a six member Conference Committee to work out the differing versions. Please note that we were suc-

cessful in making the proposals more user friendly for town clerks.

Also last week, the Joint Committee on Municipalities and Regional Government heard House Bill 3906, the Governor's bill (in part), to modernize municipal government and finance. President Dowd offered a statement supporting the bill particularly the sections he had asked the Administration to include relative to elections. Considering there are 4 other related bills to be heard, I do not expect immediate action.

On the progress of another matter, I have been working with Representative Peter Kocot on advancing House Bill 2794 that would remove "children born out of wedlock" from the restricted vital records list. I hope to have some news on this shortly.

Lastly, by the time I pen my contribution to this publication next month, the Legislature by rule will have reported on or extended the time on which to report, thousands of bills currently in the several committees. I look forward to more good news at that time.



UPCOMING MTCA CONFERENCES

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

NEACTC CONFERENCE
NOVEMBER 15-17, 2016
OMNI PARKER HOTEL
BOSTON, MA



International Institute of Municipal Clerks

Region One

Maine, New Hampshire, Vermont, Massachusetts,
Rhode Island, Connecticut and New York



Greetings from IIMC!



It's not too late to register for our March 10th Region One Annual Meeting in Avon, Connecticut, including a CT Historical Society Tour, Banquet Dinner and a 2-point class on Friday morning, March 11th on "Crisis Communication". Contact Carol if you need more information.
Carol_anderson@torringtonct.org.

We're still competing with Region 10 (Canada) for the most New Members attained in the Region Director Challenge. If you know of any Clerks interested in joining IIMC, any new Clerks or Assistant Clerks, please forward them the application form that follows. If we win, we can earn an additional Registration to the IIMC Annual Conference in Omaha. The deadline for this Challenge is March 1st.



Consider joining us in Omaha, NE for the 2016 Annual Conference. Contact Carol or Julie jcoelho@townofwarren-ri.gov if you have any questions.

Welcome Andrea Carlson of Hamilton! Thanks for joining IIMC!



I'm being 'short and sweet' this month –

Hang in There, Massachusetts Clerks, through the busy election weeks ahead!

Carol

Carol Anderson, CMC, MCTC
IIMC Region One Director
Asst. City Clerk
Torrington, CT
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Email: carol_anderson@torringtonct.org

Julie Coelho, CMC
IIMC Region One Director
Town Clerk
Warren, RI
Phone: (401) 245-7340, ext. 4
Email: jcoelho@townofwarren-ri.gov



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

State Association
New England Association of City & Town Clerks
New England Municipal Clerks Institute & Academy

SCHOLARSHIP APPLICATION

	<u>YES</u>	<u>NO</u>
1. I am a Deputy or Municipal Clerk.	_____	_____
2. I am the only applicant from my municipality.	_____	_____
3. I have been denied all or partial funding from my municipality And I am enclosing the <u>letter of denial</u>	_____	_____
4. I am a member in good standing of my state association.	_____	_____
5. I am a dues-paying member of the New England Association	_____	_____

If you have answered **YES** to all of the above, you may apply for financial assistance. If you have answered **NO** to any of the above, you must include a letter of explanation stating why you have not complied with the above criteria

NAME _____ DATE _____

ADDRESS _____ PHONE _____ FAX _____

JOB TITLE/TOWN _____ POPULATION _____

EMAIL ADDRESS _____

I am applying for financial assistance for the New England Municipal Clerks Institute Year _____ or Academy Course _____

AMOUNT REQUESTED \$ _____

If Academy student, the year you graduated from the Institute:

My Municipality will pay \$ _____

I have _____ have not _____ applied to IIMC for scholarship funds. IIMC will pay \$ _____

Return this application, letter of denial and any necessary letter of explanation to your STATE Scholarship Chair by your state deadline.

** Check with your State Scholarship Chair to see if you need additional paperwork**

FOR USE BY STATE SCHOLARSHIP CHAIR ONLY:

Date received: _____ Date action taken: _____

Amount awarded: _____ **OR:** Reason for denial _____

After state action, State Scholarship Chair should forward to NEACTC Joint Chair by **April 8, 2016**

FOR USE BY NEACTC/NEMCI JOINT SCHOLARSHIP COMMITTEE CHAIR ONLY:

Date received: _____ Date action taken: _____

Amount awarded: _____ **OR:** Reason for denial _____

2016 NEW ENGLAND MUNICIPAL CLERK INSTITUTE & ACADEMY SCHOLARSHIP CRITERIA

1. The Executive Board shall determine, annually, the amount of scholarship monies to be allocated. Scholarships are only for those applicants who have been denied funds from their municipalities.
2. The Joint Scholarship Committee shall consist of a committee made up of members appointed by the President of the New England Association of City & Town Clerks and the Chair of the NEMCI & Academy Board of Directors.
3. Scholarship money from both sources shall be combined and allocated to applicants as agreed by the committee, with the exception of funds specifically earmarked and in the possession of the New England Municipal Clerks Institute & Academy Board of Directors.
4. The NEACTC President appoints a Joint Scholarship Chairman to serve for three years.
5. Scholarships shall be awarded to students attending the New England Municipal Clerks Institute and Academy.
6. Scholarship awards will be limited to one person per office with the Clerk having first preference.
7. Applicant must be a Municipal Clerk or Deputy/Assistant Clerk.
8. The Joint Scholarship Committee will give priority to first year Institute students.
9. An applicant must be a current member of his or her state association.
10. An applicant must have been a member of the NEACTC for over one year.
11. Applicant shall disclose at time of application they have applied for IIMC funds.
12. An applicant must have requested funds from his/her municipality and include a letter of denial for such funds.
1. Applicants should (after denial from municipality) send this application to their state association for funding. A reason for denial or explanation must accompany this application in order to be considered.
2. Deadline to file applications with the State Scholarship Chair is **April 8, 2016**.
3. Joint Scholarship Chair will notify the applicant, the Treasurer of the NEACTC, and the Treasurer of the NEMCI & Academy by April 30, 2016.

Joint Scholarship Chairperson

(Joint Scholarship Chairperson refers to the person responsible for awarding scholarship funds from NEACTC and NEMCI and does not imply joint responsibility with another person. This is a three year appointment)

State Scholarship Chairpersons

State Scholarship Deadlines

CT:	Linda Amerighi, PO Box 224, Sharon CT 06069 Phone: 860-364-5224 Fax: 860-492-7025	sharontownclerk@yahoo.com	November 15th
MA:	Jeremy Gillis, 136 Elm Street, Easton MA 02356 Phone: 508-238-0530 Fax: 508-230-0519	jgillis@easton.ma.us	March 27th
NH:	Kelli L. Barnaby, 1 Junkins Avenue, Portsmouth NH 03801 Phone: 603-610-7207 Fax: 603-427-1579	klbarnaby@cityofportsmouth.com	April 1st
RI:	Michelle Hardy, 137 Roosevelt Ave., Pawtucket, RI 02860 Phone: 401-728-0500 Fax: 401-728-8932	mhardy@pawtucketri.com	March 31st
VT:	Pattie McCoy MMC, 9 Main Street Ste 2, Poultney, VT 05764 Phone: 802-287-5761	poultneytownclerk@comcast.net	April 1st
ME:	Tammy O'Donnell, 290 Tuttle Road, Cumberland, Maine 04021 Phone: 207-829-5559 Fax: 207-829-2214	todonnell@cumberlandmaine.com	March 27th

2016 NEMCI&A Institute & Academy Registration Form

Name: _____
 Nickname: _____
 Title: _____
 Of City/Town: _____
 Population: _____
 Office Address: _____
 City/Town: _____
 State: _____ Zip: _____
 Office Phone: _____
 Home: _____
 Fax: _____
 E-mail: _____

~~~Registration Deadline-June 19, 2015~~~

Please check all that apply:

☐ CMC ☐ MMC ☐ NEACTC Member

My computer skill level is:

☐ Beginner ☐ Intermediate ☐ Advanced

Please mail completed registration form and \$75 non-refundable deposit to:

Ann M. Quirk, CMC  
 367 Main Street  
 Hyannis, MA 02601  
 Phone: 508-862-4050 Fax: 508-790-6326  
[ann.quirk@town.barnstable.ma.us](mailto:ann.quirk@town.barnstable.ma.us)

Registrations received after June 19<sup>th</sup>, 2016 must pay a \$25 late fee. No registrations will be accepted after June 26<sup>th</sup>, 2016.

**MAKE CHECKS PAYABLE TO: NEMCI&A**

### 1<sup>st</sup> & 2<sup>nd</sup> Year Institute Request:

\_\_\_\_ I have \_\_\_\_ I have not confirmed with:  
 \_\_\_\_\_ as my roommate.

### 3<sup>rd</sup> Year Institute & Academy **ONLY**:

\_\_\_\_ as my suite-mate  
 \_\_\_\_ as my suite-mate  
 \_\_\_\_ as my suite-mate  
 \_\_\_\_ Please assign a roommate.

\_\_\_\_ I am a female \_\_\_\_ I am a male

*Note: No room changes will be made on the day of arrival. To assist with room assignments please send in your registration and deposit as soon as possible.*

### Scholarships: I have applied to the following:

\_\_\_\_ State \_\_\_\_ County \_\_\_\_ NEACTC \_\_\_\_ IIMC/MCEF

\_\_\_\_ Other Please specify: \_\_\_\_\_

*~~~Please remember when applying for scholarship funds to minus your deposit fee.*

Please enroll me for: (Check one)

\_\_\_\_ Institute Year 1 \$850.

\_\_\_\_ Institute Year 2 \$850.

\_\_\_\_ Institute Year 3 \$850.

### **Additional Academy Classes to be announced**

- Academy A – Parliamentary Procedures \$925 – 4 Days
- 

➤

\_\_\_\_ **Athenian Dialogue** \$100. Sunday Only

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\_\_\_\_ Additional Banquet Tickets # \_\_\_\_ X \$65 each.

Graduation Students get 1<sup>st</sup> preference on add'l banquet tickets.  
 Additional tickets are limited to 2.

**TOTAL DUE:** \$ \_\_\_\_\_  
 -\$75. Deposit

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—Mary-Ellen Lannon, Town Clerk of Winchester

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# Newsletter of the MTCA

584 Main Street  
Athol MA 01331



## **Massachusetts Town Clerks Association**

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### **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](mailto:townclerk@townofathol.org)

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