



Massachusetts Town Clerks' Association

The Public Recorder

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From the President, Andrew T. Dowd

Happy New Year!

The new year brings with it lots of activity in the Clerk's office. The annual census is being returned, dog licenses are renewed, nomination papers for local elections are prepared, the fun begins! As only we know, this year there won't be a lull in the action, until after November 8th. It's going to be a whirlwind, we will get through it all and make it look easy, because we're Clerks and we're pretty awesome! Focus on your accomplishments and remember how important your role in government is.

I look forward to seeing many of you February 3rd – 5th in Devens for our Winter Conference. We have lots of great education sessions planned and I guarantee we'll have a little bit of fun too! For those unable to attend, all of the handouts will be posted on the website after the conference.

Stay warm!

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.

With the end of year festivities over, the New Year ushers the Massachusetts Legislature back into formal sessions for the second year of the two-year session. Governor Baker and his Administration have been working tirelessly collaborating with legislative leadership to come to grips with another projected revenue shortfall in this fiscal year. Last Friday, Governor Baker used his authority to make \$50 million in cuts. The fiscal problem is difficult to wrap our heads around given that tax revenue has exceeded projections. All of this, coupled with House Speaker DeLeo's announcement that the House will not entertain any tax or fee increases in the 2017 fiscal budget causes challenges as to where state departments may look to fill their void.

As the Governor files his proposed 2017 fiscal budget next week it will be interesting to see if it once again includes language creating a secure vital records trust fund. While his proposal will immediately be referred to the House Ways & Means Committee, we will need to be alert to see what that Committee puts together for House debate in April.

Another subject to watch early this year is the Governor's Municipal Modernization Act. Reported on in December, with thanks to our President Andy Dowd, contains many items favorable to the Association. It has been referred to four joint legislative committees which will be conducting public hearings shortly.

Also, the Joint Committee on Election Laws will be hearing a number of bills relating to voter qualification and participation next week. These bills deal with same day voter registration, permanent voter registration and automatic voter registration among other topics of interest. I am working very closely with Bob Cutler and the Association's Legislative Committee on crafting testimony for these bills.

One legislative committee change to report is Representative John Mahoney of Worcester, the House Chair of the Election Laws Committee and MTCA Legislator of the Year is now joined by newly elected Senator Michael Brady of Brockton as Senate Chair. I am certain we all wish the Senator success in his new role.

I suspect we will see many public policy items of interest develop over the coming months. Kindly rest assured, that with the continued valuable input of the MTCA Legislative Committee and Executive Board, President Dowd, Vice President Gillis and Chair Bob Cutler in particular, I will continue delivering your message. I fully anticipate another successful year for the Association on Beacon Hill.

Calling all Clerks...

WE NEED YOU!!!



to provide a basket for the Winter Conference at Devens!!!!



International Institute of Municipal Clerks

Region One

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



Dear Massachusetts Clerks,

We hope this New Year finds you healthy and happy and that all is well in Massachusetts! January can hold some moments of peace after our Holiday rush, but we all know we've got quite a year ahead of us in 2016.

Here are four quick reminders from IIMC:



A river runs through it...

1. 2016 Annual Conference

It looks like the Omaha conference is shaping up to be a great experience with a lot of fun mixed in. This is the quickest possible way to earn 8 points towards your CMC or MMC designation. If you take Academy classes or Athenian Dialogues, you can earn even more. Consider attending an Annual Conference – we might give you a scholarship! ↓

2. Annual Conference Scholarships

Only a few weeks remain before the scholarship application of **February 12, 2016**. This scholarship is easy to get and worth \$600 - your conference registration fee. If you need any help with the application (page following) - call me!

3. New Members

We are still looking for your help in registering new members in IIMC, and helping our Region earn two additional Annual Conference Scholarships. *Is there anyone you know* who would benefit from the educational opportunities and professional development available from our own organization? The application form is following.

4. Our Region One Annual Meeting

Registration packets have been emailed to all Region One IIMC members. We hope you'll join us in Avon, CT for our Region One Annual Meeting. You can join an Athenian Dialogue on March 9th and 10th, and stay for a 2-point class on Friday morning on "Crisis Communication". Details are in the packet.

Way to Go!

Congratulations to Linda Lowe of Gloucester, Elizabeth Turner-Greendale of Holliston and Melinda Morrison of Salisbury for achieving their Certified Municipal Clerk designation, and to Danielle Sicard of Walpole for becoming a Master Municipal Clerk.

You are truly an inspiration to us and a credit to our profession.



I'm grateful to Nancy Burnham for her work on the Public Recorder, and for allowing me an opportunity to add a few words.

Until next time,

Carol

Carol Anderson, CMC, MCTC
IIMC Region One Director
Asst. City Clerk
Torrington, CT
Phone: (860) 489-2239
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



2016 IIMC Annual Conference Grant Application TWO Grants Per Region

Conference Grant Program offers eligible members
complimentary registration to attend the IIMC Annual Conference in
Omaha, Nebraska, May 22 through May 25, 2016



Conference Grant Program allows two IIMC members in each Region (I through XI) an opportunity to receive a Grant award covering registration expenses for the 2016 IIMC Annual Conference. If you are interested in applying for a Conference Grant and match the criteria below, print this application form, complete in full, and submit it to IIMC Headquarters at the address below. Applications will be sent to each IIMC Region Director after the deadline date. Region Directors will confirm each applicant's eligibility, review all submissions, and submit their award nominations/selections to IIMC Headquarters for recipient notification.

To be considered, your Application MUST be at IIMC Headquarters by February 12, 2016.

Name _____ Title _____

Municipal Employer _____ Population _____

Street Address _____ City _____

State/Province/Country _____ Postal/Zip _____

Telephone _____ E-mail _____

Applicant's Signature _____

CRITERIA

- ◆ Region Directors shall be responsible for selecting TWO Members to receive the Grant from their Region
- ◆ Preference will be given to IIMC Members who are working toward the CMC designation. Second preference will be given to IIMC Members who are working on their MMC designation.
- ◆ Applicants **must have an Admission for CMC or MMC Application on file with IIMC**
- ◆ Applicants must be active Members of IIMC (full or additional full member)
- ◆ Applicants must show proof from their municipality that they are authorized to attend the Conference and provide for their own accommodations, transportation, and meal expenses.
- ◆ Grants must be used for the 2016 Conference and cannot be rolled over into another year
- ◆ No other conference discounts apply with this Grant
- ◆ GRANTS ARE NON-TRANSFERABLE

On a separate sheet of paper, write an article (300 to 800 words) for possible publication in the IIMC *E-News Digest* highlighting a best practice, unique project, or other program implemented in your municipality in which you take particular pride and would like to share with your colleagues. In arriving at an appropriate selection Region Directors will take account of the quality of the article which is submitted. Applicants agree that, if of sufficient quality, their article may be published in the *E-News Digest*, whether or not they receive an award.

If you've attended an IIMC Annual Conference in the past, please indicate the year(s) attended:

With your Application, please submit:

Proof that time to attend the conference will be granted from your municipality.

Proof that funds are available to pay expenses for travel, housing and meals.

Your 300 to 800 word article

E-mail application to Ashley DiBlasi at ashley@iimc.com

8331 Utica Ave. Suite 200 • Rancho Cucamonga, CA 91730

To be considered, E-mail your application to IIMC by February 12, 2016.



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 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):

Elizabeth Turner-Greendale, CMC - Town Clerk - Town of Holliston, 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





Left to Right: Linda Ramsdell, Ashburnham Town Clerk and Denise MacAloney, Westminster Town Clerk were recently honored at the Worcester City and Town Clerk's Association Annual Holiday Party in December.

Linda retired the end of October 2015 serving the Town of Ashburnham for almost 30 years.

Denise retired January 3, 2016 serving the Town of Westminster for 31 years. She was past-president of the Massachusetts Town Clerk's Association from 1998 - 2001 and served on several boards and committees of the MTCA as well a mentor to many clerks.

Congratulations on your retirements!!

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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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