



## Massachusetts Town Clerks' Association

# The Public Recorder

Volume 57, No. 92

JUNE 2013

### From the President, Nancy M. Blackmer

#### A New Year Begins...

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A new year is in front of us. I want to thank the members of the MTCA for their support. I hope I can live up to your expectations. I look forward to working for and with all of you.

We have just finished another successful conference. The Education Committee did a great job putting together the classes and speakers and I thank them for their hard work. The Conference Committee worked hard making sure everything behind the scenes was taken care of so that everything ran smooth. A lot of work happens to make sure our conferences come off without a hitch. I want to thank everyone who helped make this another successful conference.

NEMCI&A is just around the corner. If you have never attended, you are missing out on a great experience. Start planning now, if your town will not fund your attendance, there is scholarship money available so watch for the application and apply.

Speaking of scholarships, the MTCA has scholarship money available for Clerks to attend our three conferences. This is not just for the registration, but also for the hotel and meals. Our next conference is October 2-4 at Jiminy Peak Mountain Resort. Applying is easy – fill out the application and get a letter from your Town Administrator/Manager, or Finance Department saying they will not fund your atten-

dance and send it to the Scholarship Committee (Andy Dowd, 1<sup>st</sup> VP). Watch for the application in an upcoming issue of The Public Recorder.

Congratulations to all the new clerks and welcome to our great organization. If you have any questions, just pick up the phone and call a neighboring clerk. Check our new website <http://www.masstownclerks.org> for helpful information as well. The Communications Committee has worked hard to get the site up and running.

Congratulations to all those clerks who have recently retired and to those retiring soon. You will be missed. Thank you for all your years of service and dedication to the profession.

Our Association is always looking for people to help serve on various committees. If you are willing to help, please let me know so when there is an opening, we can contact you. When I first started as Town Clerk, I never dreamed that one day I would be President of this fantastic group. Thank you all again for your support, I look forward to serving you.

## BEACON HILL REPORT

by Thomas Joyce, Esq.

The Constitutional Convention in joint session met on May 8<sup>th</sup>, only long enough to recess until October. The proposed constitutional amendments, particularly S12 filed by Senate President Murray, dealing with allowing no excuse absentee voting was not acted upon, but may be taken up in the fall. We will be closely monitoring any activity.

Also, the Joint Committee on Election Laws has not yet acted on any of the Election Law reform bills before it. We have been working very closely with Co-Chairmen Murphy and Finegold to advance our agenda. Although only two of our bills have been heard we are stressing the desire to attach our agenda items to any favorable bill the Committee may advance. We are hopeful that if any reform bill moves out of committee it will be in a form the MTCA can actively support. I will keep you posted.

On May 4<sup>th</sup> the Governor filed his fifth supplemental budget proposal of the year H3436. You may recall that H49 a supplemental filed earlier this year contains a provision providing for a surcharge on vital records to support the state registry. The bill filed this month calls for \$120Million to support a number of items including snow and ice removal, and most importantly for us, it includes \$12Million for funding the special Senate election to be concluded on June 25<sup>th</sup>. I have been working with the Ways & Means Chairman on both of these issues.

I was pleased to testify at the Election Law Committee hearing in favor of a number of proposals including S322, An Act relative to Election Officers, allowing clerks an additional measure of control in assigning a smaller number of officials at the polls if deemed appropriate; H574, An Act relative to primary elections to comply with Federal regulations. Additionally, I urged the committee to replace S331 requiring risk based audits, with the association task force legislation to study the issue. Accompanied on a panel by Joe Powers and Kathleen Nagle we also testified in favor of two of MTCA agenda bills, special election reimbursement and a bill limiting the usage of "street lists."

June 19<sup>th</sup> the Committee on Election Laws will be

conducting a public hearing on 26 bills dealing with voter rights and participation. I suspect much of the testimony will focus on bills providing for online voter registration, permanent registration for voters who move within the Commonwealth, pre-registration of voters and registration of 17 year olds for Presidential primary elections. The association Legislative Committee is currently preparing for the hearing.

The Massachusetts House of Representatives has set three special elections for September 10<sup>th</sup>, to fill vacancies in Fall River, Worcester and Dorchester. Worcester and Fall River became vacant by resignation and the Dorchester seat became vacant with the election of Linda Dorcena Forry to the state Senate.

The legislature, while conducting hearings and other important business, is occupied with conference committees working around the clock to find compromise on the differing versions of the transportation tax bill and the 2014 fiscal state budget. We can expect final action on these two vital bills within the next 2 weeks.

### Need to know what MTCA classes you have taken?

Contact Database Coordinator:

**Katherine Ingram**

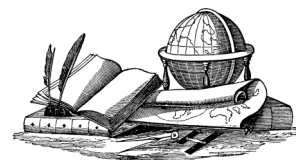
Town Clerk

20 Williams Street

Longmeadow MA 01106

413-565-4103

kingram@longmeadow.org



## MTCA OFFICERS

The following Officers were elected at the June, 2013 MTCA Annual Summer Conference.

**President** – Nancy M. Blackmer, CMC/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*

**Secretary** – Marie Y. Ryan, CMMC, Town of Great Barrington, *Berkshire County*  
(Term of Office July 1, 2013 – June 30, 2013 – first of possible five years)

### **Three members for the E-Board**

**Sharon George**, Town of Wilmington, *Middlesex County*

Term of Office: July 1, 2013 – June 30, 2016

**Joyce E. Green**, CMC, Town of Hubbardston, *Worcester County*

Term of Office: July 1, 2013 – June 30, 2016

**Tara J. Wick**, Town of Plympton, *Plymouth County*  
Term of Office: July 1, 2013 – June 30, 2016



*First Row: Marie Ryan, Secretary and Nancy Blackmer, President*

*Second Row: Jeremy Gillis, 2nd Vice President; Andrew Dowd, 1st Vice President; and Robert Cutler, Treasurer*

## MTCA CONFERENCES

2013	2014
<b><i>MTCA FALL CONFERENCE</i></b> Jiminy Peak Mountain Resort Hancock, MA October 2 - 4, 2013	<b><i>MTCA CONFERENCE</i></b> Sturbridge Host Hotel Sturbridge, MA February 5 - 7, 2014
<b><i>NEACTC CONFERENCE</i></b> Holiday Inn by the Bay Portland, Maine November 13 - 15, 2013	<b><i>MTCA SUMMER CONFERENCE</i></b> Sea Crest Beach Resort (Tentative) N. Falmouth, MA June 11 - 13, 2014

## MUNICIPAL LAW UNIT OFFICE OF THE ATTORNEY GENERAL

### Municipal Law Unit – Reminder

A reminder that the Municipal Law Unit has moved to Worcester. If you are mailing by-law packets you should mail them to:

Office of the Attorney General  
Municipal Law Unit  
Ten Mechanic Street, Suite 301  
Worcester, MA 01608

We prefer that you submit your packets electronically at: [bylaws@state.ma.us](mailto:bylaws@state.ma.us)

Finally, we have published new forms for submission with the by-law packet. The new forms can be found here: [Forms for Submittals](#)  
Thank you!

Margaret J. Hurley  
Chief, Central Massachusetts Division  
Director, Municipal Law Unit  
Office of The Attorney General  
Ten Mechanic Street, Suite 301  
Worcester, MA 01608  
(508) 792-7600 ex. 4402  
[margaret.hurley@state.ma.us](mailto:margaret.hurley@state.ma.us)

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## MTCA CERTIFICATION EXAM (CMMC) IN JULY

The MTCA examination for Certified Massachusetts Municipal Clerk (CMMC) designation will be offered in July. Applications must be received by Administrator Barbara LaBombard by **JUNE 30<sup>th</sup>** for the July exam, which will be mailed between July 16<sup>th</sup> and 23<sup>rd</sup>.

Applicants must have at least **three years** experience as **Town Clerk** and must complete a minimum of six required courses sponsored by the MTCA.

The Administrator will verify the courses through the Education Committee. More information is available in the certification program brochure.

Completed exams must be postmarked no later than August 25<sup>th</sup> for the July exam. Applicants are strongly urged to return the completed answer sheets by certified mail, return receipt requested.

Applicants will be notified by mail of the results of their exams by September 15<sup>th</sup>. A copy of the notification must be submitted with the application for MTCA certification. The notification of successful completion of the exam will be valid for one year and

will have an expiration date printed on it. If an applicant is not certified within one year, the test must be repeated.

The passing score for the exam is 80. Applicants are advised that they will need access to an updated copy of the Massachusetts General Laws to complete the exam successfully.

A non-refundable fee of \$50.00, made payable to the MTCA, must be submitted with the application. This examination is offered twice yearly – during the months of January and July. Application forms for the examination are available from the administrator, Barbara LaBombard. For more information or to receive the exam packet, please e-mail [city-clerk@easthampton.org](mailto:city-clerk@easthampton.org) or call 413-529-1460.



## OPEN MEETING LAW OFFICE OF THE ATTORNEY GENERAL

The Open Meeting Law Guide was revised in March 2013; the new version is on our website

There are three checklists, on the topics of notices, executive session procedures, and meeting minutes, that were also posted to the website in March 2013

Two (fairly) recent decisions of note:

- ◆ OML 2013-9 – Noting that, when the only business to be discussed during an open session is the procedural requirements for entering executive session, public bodies should list "open session" on the meeting notice, in addition to the executive session topic, so that

members of the public know the public body will, in fact, hold an open meeting that they are permitted to attend.

- ◆ OML 2013-44 – Noting that if a notice is revised, the revised notice must conspicuously record on or with the notice both the date and time the original notice was posted as well as the date and time the last revision was posted.

## CERTIFIED MASSACHUSETTS MUNICIPAL CLERKS

*The following Clerks have successfully completed the educational requirements for Certification and having met all other professional and educational standards of the Massachusetts Town Clerks' Association, by vote of the Certification Board, have been designated:*

### **CERTIFIED MASSACHUSETTS MUNICIPAL CLERKS**

Laura A. Gemme, Reading  
Janet Orff Jacaruso, Hopedale

### **CMMC: First Recertification**

Sandra J. Burgess, Amherst  
Doreen A. Cedrone, Northbridge  
Andrew Dowd, Northborough  
Kelley A. McElreath, Upton  
Joan M. Wordell, Hudson  
Nancy J. Yendriga, Westborough

### **CMMC: Second Recertification**

Margaret R. Bonderenko, Mendon  
Beverly J. Litchfield, Wilbraham

### **CMMC: Third Recertification**

Laurie Gibbons, Ludlow  
Lorraine Murawski, Sturbridge  
Marianne E. Staples, Mansfield  
Barbara Stats, North Reading  
Catherine Flanagan Stover, Nantucket

### **CMMC: Fourth Recertification**

Linda E. Hutchenrider, Barnstable  
Naida L. Parker, Rochester  
Richard M. Theroux, Agawam

### **CMMC: Fifth Recertification**

Theodora "Tedi" K. Eaton, Needham  
Denise L. MacAloney, Westminster  
Marion A. Mudge, Tisbury

**CONGRATULATIONS !!**



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# Newsletter of the MTCA

584 Main Street  
Athol MA 01331



## **Massachusetts Town Clerks Association**

### **President**

Nancy M. Blackmer, MMC/CMMC, Orange

### **First Vice-President**

Andrew T. Dowd, CMC/CMMC, Northborough

### **Second Vice-President**

Jeremy P. Gillis, MMC/CMMC, Easton

### **Secretary**

Marie Y. Ryan, CMMC, Great Barrington

### **Treasurer**

Robert E. Cutler, Jr., CMC, Foxborough

### **Editor**

Nancy E. Burnham, 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)

Website: [www.newenglandclerks.org](http://www.newenglandclerks.org)