



Massachusetts Town Clerks' Association

The Public Recorder

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JUNE 2016

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From the President, Andrew T. Dowd

WOW! We had a record breaking turnout for our conference last week in Plymouth, there were over 325 people in attendance. By all accounts, it was a very successful conference. We had some excellent education session, including a very well attended Public Records/Early Voting session on Wednesday afternoon. Not only did we receive helpful information, but there were some excellent suggestions from those in the audience. All of the hand-outs from the conference will be e-mailed out and posted on our website: www.masstownclerks.org A big thank you to all those involved in putting together a fantastic conference!!

Early Voting Regulations – as you know, EV regulations are still being developed, please submit comments or suggestions to Michelle Tassinari by July 26th: michelle.tassinari@sec.state.ma.us

This is a link to the proposed regulations: <http://www.sec.state.ma.us/ele/eleproposedregs/proposedregsidx.htm>

The MassClerks Yahoo Group has provided us with an easy way to communicate with each other and share information, privately. This system was originally setup to allow members to communicate without using their State (i.e. VRIS) e-mail. As many have discovered, our “private” conversations are

oftentimes no longer private. There are several reasons for this; first off, the MTCA does not own or control the Yahoo Group, and there are many people on this group who are no longer clerks/office staff. There are probably many other examples of how information ends up being shared outside “our group”. Those that originally developed the Yahoo Group should be commended, it served as a wonderful resource.

The MTCA has setup a new Group, using Google, that will be activated shortly. This information will be sent to all of our members whose e-mail is on file with the MTCA, you will receive an e-mail with instructions. All members will automatically be part of the Group, you can opt out if you like. This new Group will be owned and managed by the MTCA, giving us full control over Group membership.

When we launch the new Group, you will receive an e-mail from “Massachusetts Town Clerks’ Association”

masstownclerks@googlegroups.com

<https://groups.google.com/d/forum/masstownclerks>

continued on Page 2

BEACON HILL REPORT

by Thomas Joyce, Esq.

This legislative year has proven to be very productive for the MTCA. Many bills we have supported or filed are moving favorably through the legislative process. Most importantly, legislators are seeking our input on public policy initiatives.

Association President Andy Dowd has met with Lt. Governor Polito and recommended policies to be adopted as the administration drafted its municipal modernization bill. In fact, that bill is scheduled to be debated by the full House the week of your Conference in Plymouth. Additionally, Andy Dowd has worked closely with the conference committee on Public Records Reform. That bill has recently been signed into law by Governor Baker (Chapter 121 of the Acts of 2016.)

Another Association sponsored issue; electronic poll books, has passed the House and is now awaiting Senate action. We are hoping this be-

comes law before formal legislative sessions end on July 31.

The fiscal 2016 budget conference committee is working hard to reconcile differences and complete its work before the fiscal year ends on June 30th. A couple of items are in the House version that I reported on last month. Specifically, after changing residence to a new community the time period to register would be six months for this election year, and extending to 45 days prior to the election the time in which a municipality must notify residents of the places to conduct early voting.

Although the MTCA conference will have ended before you read this, I want to say how pleased I am that Representative Peter Kocot from Northampton is the 2016 MTCA Legislator of the Year. He is very responsive to the MTCA mission and is an extremely highly regarded public servant. Congratulations Chairman Kocot.

From the President continued from Page 1

The Yahoo Group will remain, unless the current owners of the Group choose to shut it down. If you continue to remain on the Yahoo Group, just keep in mind the recent examples of privacy and security concerns before you type. Information on how to unsubscribe or filter out messages from Yahoo will be sent out once the new Group is launched.

This week, I attended the 2016 State Certification Testing of Voting Systems National Conference at MIT. It was very interesting to hear from people all around the country about their voting systems and methods. Of particular interest was a presentation on the Voting Technology Project jointly developed by MIT and Caltech. You'll find a variety of useful and interesting information on their website, including how to reduce wait times at your precincts: <http://vote.caltech.edu/>

Copies of the presentations given at this conference are available online: <http://bowencenterforpublicaffairs.org/institutes/policy-research/election-admin/conference/new-england-conference-2016>

The Public Recorder – The MTCA executive board recently voted to reduce the frequency of the Recorder from monthly to quarterly. It is our hope that in doing this, we will be able to offer a more substantive publication. Timely information will be communicated via e-mail and posted on our website. We are always looking for useful information to include in the Recorder, please feel free to forward information to our editor, Nancy Burnham: townclerk@townofathol.org

I hope all of you have a great summer!

Andy –

Andrew T. Dowd, President
MTCA 2015 - 2017

OFFICE OF CAMPAIGN & POLITICAL FINANCE

How to dissolve a political committee

With spring elections over, we get this frequently asked question: “When or how can I dissolve my political committee?”

Generally, two types of candidates want to dissolve their committees – incumbents who didn’t run for reelection and have been replaced, and unsuccessful candidates. Local ballot question committees also dissolve shortly after the question has been decided by the voters.

To dissolve, campaigns must have a zero balance by paying unpaid bills, forgiving or repaying loans to the candidate, and/or donating residual funds to a charity, scholarship fund, municipality or the state.

When the candidate reaches a zero balance, he or

she can then file the regular CPF M102 form and check the “dissolution” box at the top of the form’s cover sheet. The dissolution report is filed with the local election official.

If a losing candidate has a zero balance and no liabilities when the 30-day after report is filed, but does not check the dissolution box, it’s OK to consider the committee closed.

Candidates can stay active, even if they are not in office. If a candidate wants to remain active, he or she must file a year-end report, due Jan. 20, 2017.

The dissolution process is explained in this [4-minute OCPF tutorial](#). For further guidance, contact OCPF at 617-979-8300.

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 30th** for the July exam, which will be mailed between July 16th and 23rd.

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 25th 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 15th. 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.

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 cityclerk@easthampton.org or call 413-529-1460.



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June 21, 2016



It Rocked!

Thank you for allowing me to join you for your fabulous conference in Plymouth last week - I really enjoyed meeting, mixing and mingling with you! Massachusetts clerks really know how to do things right.

IIMC Annual Conference

Here's my monthly plug for the IIMC Annual Conference. It is my goal to get as many clerks as possible from our Region to attend this conference. The next one will be close by - in Montreal, Canada, so we're all going to hop in our cars and GO! As soon as scholarship opportunities develop, I'll let you know.

Help Needed

A new Region Director Challenge has started! 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 two additional registration grants for the IIMC Annual Conference in Montreal. The deadline for this membership Challenge is March 1, 2017, and only the form with my name on it (or Julie's) counts. (see next page)

Constitutional Amendment

Be sure to vote on the Constitutional Amendment that was recently emailed to you from IIMC. A few thoughts, whether good or bad, are that the proposed changes add extra steps and create more control in the way that our IIMC Constitution is amended. It offers members additional time to consider proposals, creates an earlier cutoff date for submission, and gives additional vetting power to the Board of Directors.

Welcome Aboard

Some of our new members are Mary de Alderete of Lancaster, Lynn Thomas of Rutland, Marybeth Haley-Cormier of Westminster, and Deborah Ledoux of Westborough. *Thanks for joining IIMC!*

Questions?

Our organization offers us so many resources, sometimes I think I've barely touched the surface. Together we can learn "all things IIMC" and find the greatest benefits from our membership. Be sure to let us know if there's any way we can be of service.

Carol

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Website: www.iimc.com



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, 2017

☐ 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 L. Anderson Date: _____

State/Province Connecticut

MEMBERSHIP DEFINITIONS

BD16-17

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 have the right to vote. BUT CANNOT 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.

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
- Overseas Associate Member \$50



MTCA Clerk of the Year - Onorina Maloney, Chelmsford accepting the MTCA Clerk of the Year award. Congratulations!!



MTCA Legislator of the Year - State Representative Peter Kocot, Northampton, was awarded MTCA Legislator of the Year. Pictured with Rep. Kocot is MTCA First Vice-President Jeremy Gillis, Easton.



Left to Right: MTCA First Vice-President Jeremy Gillis, Easton, Dick Fleming, Associated Press and MTCA President Andrew Dowd, Northborough. President Dowd congratulated Dick on his upcoming retirement and presented him with a clock and pin for his 43 years of service.



Left to Right: Past President Tedi Eaton, Needham swearing in the newly elected MTCA Officers. Andrew Dowd, President, Northborough; Jeremy Gillis, First Vice-President, Easton; Marie Ryan, Second Vice-President, Great Barrington; Danielle Sicard, Treasurer, Walpole; Elizabeth Greendale, Secretary, Holliston; Executive Board Members for 3 years Kelly McElreath, Upton and Catherine Harder-Bernier, Hanover.

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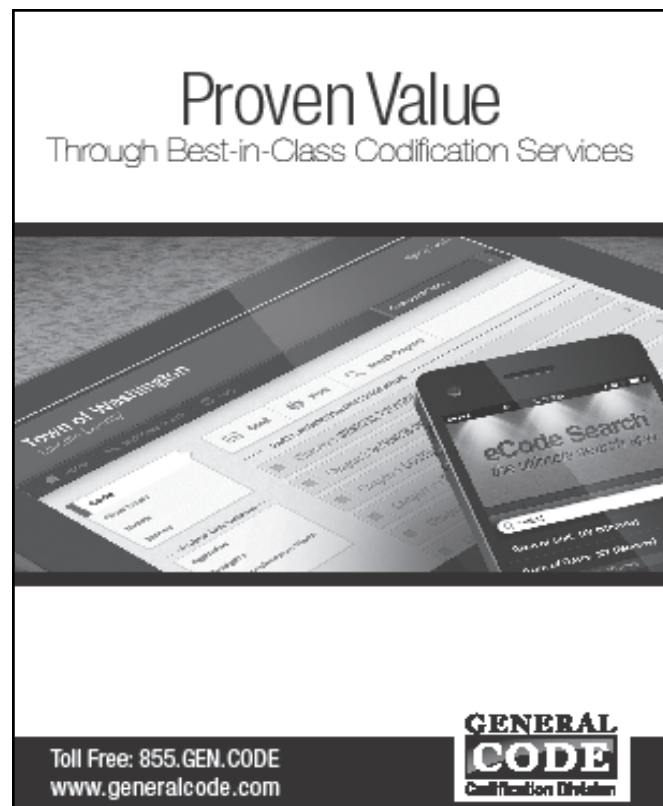
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—Joyce Bradshaw, Town Clerk of North Andover

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Newsletter of the MTCA

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Massachusetts Town Clerks Association

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The Public Recorder

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