



Massachusetts Town Clerks' Association

The Public Recorder

Volume 58, No. 32

JUNE 2017

Inside this issue:

Beacon Hill Report	2
OCPF	3
CMC	3
MMC	4
Western Mass. Clerks Assoc.	4
2017 Clerk of the Year	5
Retired Town Clerks at Plymouth	5
Nominating Committee Report	6
Photos of MTCA Officers	7
Vendor Ads	8-11

From the President, Andrew T. Dowd

It has been my honor to serve as MTCA President during the past two years. A huge thank you to all for your support during my time in office. I want to especially thank my fellow MTCA officers, board and committee members, and the countless volunteers who make our volunteer organization run so smoothly!

My hope is that I made a positive contribution toward continuing to move the MTCA forward. I'm most proud of improving communication with our members; with frequent e-mail updates, improvements to our e-mail group, enhancements to our website, and through our Facebook page. That being said, I couldn't have done that alone, thanks to the communication committee and the many others who have contributed.

I'm confident your new President Marie Ryan and the executive board will continue improving the MTCA for the benefit of all members. Please give Marie and her team your full support and remember, we are all volunteers.

Speaking of volunteers, please consider serving on a committee or as an officer. It really is a great experience which benefits you, and your community.

Please remember the importance of attending MTCA conferences, mentoring sessions, and regional training sessions – you will never regret it.



I hope you all have a great summer!

Andy -

BEACON HILL REPORT by Thomas Joyce, Esq.

It was nice to briefly address many of you at your Conference in historic Plymouth last week. I was pleased to have had the opportunity to individually speak with many of you. Although I was not present at your gala Thursday evening, I wish newly elected President Marie Ryan and the entire slate of elected officers much success over the next two years!

The officials on Beacon Hill are hard at work as well. Center stage are the House and Senate versions of the 40 billion dollar fiscal 2018 budget. A six-member conference committee led by Representative Brian Dempsey and Senator Karen Spilka are working diligently to hammer out a compromise bill to send to Governor Baker before June 30th. To be sure, the present budget shortfall, estimated to be over 450 million dollars, is weighing heavily on their deliberations.

Busy as well, the legislatures Joint Committee on Election Laws has been conducting public hearings on scores of bills. I was pleased to testify on your behalf on three of MTCA bills last month namely; House Bill 382 which would allow polling places at venues which may serve alcohol at other places on the premises, House Bill 383 which limits voter registration sessions and House Bill 2094 which allows unenrolled voters to serve on local boards of voter registration when Democrats and Republicans are unavailable.

Furthermore, two weeks ago I testified on your behalf on a number of voter rights bills. While the joint committee heard nearly fifty bills on the subjects of automatic voter registration, same day voter registration, requiring ID's before voting, allowing 17 year olds to vote, bills allowing early voting in local elections and bills requiring previous voter registration to follow the voter wherever they may reside, I concentrated on bills relative to automatic registration and local early voting. Prefacing my remarks by stating that MTCA supports and encourages laws that assist residents to exercise their right to vote. I encouraged the

committee to make certain any proposal ensure that the technology be properly updated and adequate funding is included. You should note that as to early voting I suggested the need to adequately compensate municipalities and to require communities to "opt in" to participate.

Additionally, I was very pleased at the hearing to introduce Danielle Sicard as your election laws task force representative to the Chairs and key staff of the committee and have her accompany me as I testified. In fact, Danielle and your legislative committee chair Bob Cutler will meet with key staff this week to present your impressive data on the early voting experience.

I will keep you informed as we move forward and wish all of you an enjoyable summer!



UPCOMING MTCA CONFERENCES

NEMCI & A

JULY 8-14, 2017

PLYMOUTH STATE UNIVERSITY
PLYMOUTH, MA

MTCA FALL CONFERENCE

SEPTEMBER 20-22, 2017

SHERATON SPRINGFIELD MONARCH
PLACE HOTEL
SPRINGFIELD, MA

NEACTC CONFERENCE

NOVEMBER 15-17, 2017

TRUMBULL MARRIOTT MERRITT PARKWAY
TRUMBULL, CT

OFFICE OF CAMPAIGN & POLITICAL FINANCE

Congratulations on finishing yet another Spring election season.

Recently, many candidates and town clerks have reached out to OCPF for clarification on post-election reporting requirements.

Here's a quick summary of filing requirements for candidates and ballot question committees in town elections:

1. **Pre-Election Report**, due eight days before the election. This report covers from Jan. 1 until 18 days before the election. All candidates on the ballot file this report.
2. **Post-Election Report**, due 30 days after the election. This report covers from 17 days before the election until 20 days after the election. In infrequent situations where a preliminary election was held, every candidate who appeared on the preliminary ballot files a pre-preliminary

report, as well as the other two reports.

For example, if an election happened on May 9, the pre-election report would be due on May 1 with a reporting period of Jan. 1 to April 21. The post-election report would be due June 8, with a reporting period of April 22 to May 29.

Who files the post-election report? Every candidate who appeared on preliminary or general election ballots files a report 30 days after the election, win or lose.

After the post-election report is filed, unsuccessful candidates have no further filing requirements, so long as they have no balance and no liabilities on the post-election report. Ballot questions also typically dissolve when filing the post-election report.

Please [click here](#) for a short tutorial on how to dissolve a committee on the municipal level. You can also call us at 617-979-8300 with questions.

CERTIFIED MUNICIPAL CLERK

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

Beth Klein, CMC - Town Clerk - Town of Wayland, 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

Master Municipal Clerk

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

Dawn Michanowicz, MMC - Town Clerk - Town of Sterling, MA.

The MMC is one of the two professional designations granted by IIMC. To qualify for entrance into the Master Municipal Clerk Academy (MMCA), which prepares participants for achieving the MMC status, one must have earned the CMC designation. 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 Clerk by providing them with quality education in partnership with 47 institutions of higher learning.

The MMCA is an advanced continuing education program that prepares participants to perform more complex municipal duties. The program has an extensive and rigorous educational component, a professional and social contributions component, and a commitment to lifelong learning. The Academy members must demonstrate that they have actively pursued educational and professional activities and have remained informed of current socio-political, cultural, and economic issues that affect local governments and 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,

Ashley DiBlasi
Certification Manager
ashley@iimc.com



Western Mass. City & Town Clerks Association

ANNUAL PICNIC

at
Look Park in Northampton



Friday, July 28, 2017

Registration and coffee begins at 9:30 AM followed by a brief business meeting and guest speakers. The picnic will include hamburgers, hot dogs, salads, corn on the cob and dessert.

Contact Barbara LaBombard in Easthampton for reservation and fee.

2017 Clerk of the Year



Margaret Bonderenko of Mendon

The Town Clerk of the Year Committee received nine nominations this and after careful deliberation, Margaret Bonderenko was chosen as this year's winner. Margaret has been the Town Clerk in Mendon since 2000 and has served the Massachusetts Town Clerks' Association in a variety of roles. Ms. Bonderenko was nominated by the Chairman of the Board, Richard Schofield, who felt that she is always pleasant, informative, and helpful to all. She takes her position as a customer service representative very seriously. Ms. Bonderenko is the third Town Clerk to receive this award.

Retired Town Clerks at Plymouth



From left to right:

James G. Mullen, Jr. – Milton; Ann M. Click – Hopkinton; Nancy L. Morrison – West Bridgewater; Nancy Butler – Plympton; Jean McGillicuddy - Carver; Ann L. Odabashian – Bellingham; Jane Hibbert – Yarmouth; Louise Slys – Hatfield; Frederick C. Frithsen – Rockport; Janet Linehan – Easton.

Report of the MTCA 2017 Nominating Committee

June 1, 2017

The MTCA Nominating Committee has voted to present to the Massachusetts Town Clerks' Association the following slate of Officers at the June, 2017 MTCA Annual Summer Conference. 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 term for the three-E-Board members is three years.

President – Marie Y. Ryan, CMC/CMMC, Town of Great Barrington, *Berkshire County*

First Vice President – Nancy J. Talbot, CMC/CMMC, Town of Ware, *Hampshire County*

Second Vice President – Robert E. Cutler, CMC/CMMC, Town of Foxborough, *Norfolk County*

Treasurer – Danielle M. Sicard, CMC, Town of Easton, *Bristol County*
(Term of Office July 1, 2017 – June 30, 2018 – Second of possible five years)

Secretary – Elizabeth Greendale, CMC/CMMC, Town of Holliston, *Middlesex County*
(Term of Office July 1, 2017 – June 30, 2018 – Second of possible five years)

Three members for the E-Board

Debra Bourbeau, CMMC – Town of Montague, *Franklin County*
Term of Office: July 1, 2017 – June 30, 2020

Ann M. Quirk, CMC/CMMC - Town of Barnstable, *Barnstable County*
Term of Office: July 1, 2017 – June 30, 2020

Trudy L. Reid, CMMC - Town of Lynnfield, *Essex County*
Term of Office: July 1, 2017 – June 30, 2020

Respectfully Submitted:

Theodora K. Eaton, Needham
Nancy Blackmer, Orange
Margaret Bonderenko, Mendon
Lynn Sibley, Whately
Kaari Mai Tari, Westford
Marie Y. Ryan, 1st VP, Great Barrington
MTCA 2017 Nominating Committee

MTCA OFFICERS

*MTCA President Marie Y. Ryan, Town of Great Barrington
being sworn in by Past President Theodora Eaton of Needham.*



MTCA Past President Theodora Eaton swearing in the newly elected MTCA Officers from left to right: Second Vice President, Robert E. Cutler, Jr., Town of Foxborough; First Vice President, Nancy J. Talbot, Town of Ware; Secretary, Elizabeth Greendale, Town of Holliston; Treasurer, Danielle Sicard, Town of Easton; Executive Board, Debra Bourbeau, Town of Montague; Executive Board, Ann M. Quirk, Town of Barnstable.

**ALL PHOTOS TAKEN BY TOWN CLERK
DIANA L. COOLEY, TOWN OF PETERSHAM**

Looking for the
Fastest, easiest and most **secure** way
to **collect revenue online?**



Designed specifically for municipalities, **UniPay Gold** provides fast, secure collections through an online, user friendly application with the added benefit of a credit card option.

UniPay Gold offers easy reconciliation, real-time reporting capabilities and an experienced, full service team devoted exclusively to municipalities. Your constituents will enjoy the convenience of paying for **vital records • licenses • fees • permits • tickets • and more online**. Best of all, payments can be made anytime, anywhere!

To learn more about **UniPay Gold** and how it can improve your revenue collections, please contact Debbie Mateer at 508.849.4255 or visit us online at unibankgov.com today.



UniBank
The proven leader in Government Banking

49 Church Street • Whitinsville, MA 508.234.8112 • unibankgov.com • Member FDIC/Member DIF

PRESERVING UNIQUE AND HISTORICAL RECORDS

A Nonprofit Preservation Resource

- Conservation Treatment and Digitization
- Free Web Resources for Town, Municipal, and County Clerks
- 24/7 Disaster Advice

100 Brickstone Square, Andover, MA 01810
(978) 470-1010 • www.nedcc.org



**Need advice? Call to discuss your most
valued records with a conservator.**



**NORTHEAST
DOCUMENT
CONSERVATION
CENTER**



archival **PRESERVATION**

PRESERVE & ACCESS YOUR COMMUNITY'S HISTORY

- BOOKS
- PAPER
- MAPS
- IMAGE
- INDEX

KOFILE TECHNOLOGIES
 WWW.KOFILE.US 1-800-639-3027

JOE DEGNAN
 joe.degnan@kofile.us

BILL STEWART
 william.stewart@kofile.us



KING INFORMATION SYSTEMS, INC.

3 Edgewater Drive Norwood, MA 02062


(781) 762-6477

www.kinginfosystems.com

kinginfosystems@verizon.net

We are a 43 year old Records Management company specializing in organizing archival records for cities and towns. For a **FREE** informational package with references and testimonial letters, call or e-mail us. Ask for Linda or Carol.

Proven Value
 Through Best-in-Class Codification Services



GENERAL CODE
 Codification Division

Toll Free: 855.GEN.CODE
www.generalcode.com

GANGI PRINTING

Since 1973

- ✓ Exceptional Quality
 - ✓ Exceptional Service
 - ✓ Friendly Professionals
 - ✓ SDO Certified WBA
 - ✓ Family Owned
-
- ❖ Town Meeting Warrants
 - ❖ Street Directories
 - ❖ Code of By-Laws
 - ❖ Town & City Manuals
 - ❖ Applications & Reports
 - ❖ Annual Reports
- ❖ Business Cards
 - ❖ Letterhead & Envelopes
 - ❖ Brochures & Flyers
 - ❖ Large Format Printing
 - ❖ Electronic File Services
 - ❖ Graphic Design Services

"I worked with Gangi Printing for the first time this year for the printing and set up of our annual street list books. I must say it was a pleasure and a privilege to work with this company. Everyone was very professional and extremely helpful. To my surprise this was a quick and painless experience due to the staff's knowledge and capabilities. I am done looking for a reputable vendor – Gangi is the best around".

—Deb Bourbeau, Town Clerk of Montague

"Gangi provides quick and terrific service. I highly recommend my fellow government employees to give Gangi a try!"

—Mary-Ellen Lannon, Town Clerk of Winchester

"I would like to recommend the quality work by Gangi Printing from Somerville MA producing the 2015 Town of North Andover Street Listing. This is the first time we have used this company and would highly recommend them. The quality and ease of working with them made for a smooth process. You can contact them at gangiprinting.com or (617)776-6071."

—Joyce Bradshaw, Town Clerk of North Andover

Call: 617.776.6071
email: orders@gangiprinting.com



NEW ENGLAND'S LEADER IN
ELECTION SUPPORT AND SERVICES.

YOU CAN COUNT ON US!



VOTING SYSTEMS
ELECTION SUPPLIES
DOG TAGS
ONLINE ORDERING



BALLOT PRINTING
CENSUS PRINTING
STREET BOOKS
VOTER LISTS
POST CARDS



ELECTION SERVICES
E POLL BOOKS
MAILING SERVICES
TRAINING



LIVE HELP DESK
ONSITE MAINTENANCE
ONSITE SUPPORT

LHS ASSOCIATES, INC.
10 Manor Parkway
Unit B
Salem, NH 03079

Toll Free: 1.888.547.8683
Fax: 1.603.212.0028
www.lhsassociates.com
www.lhsassociates.com/shop

Newsletter of the MTCA

584 Main Street
Athol MA 01331



Massachusetts Town Clerks Association

President

Andrew T. Dowd, CMC/CMMC, Northborough

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

Website: www.masstownclerks.org