



## Massachusetts Town Clerks' Association

# The Public Recorder

Volume 58, No. 5

MAY 2014

### Inside this issue:

Beacon Hill Report	1-2
Attorney General— Municipal Law Unit	2
Report of Nominating Committee	3
MTCA Meeting Minutes - Sturbridge	4
MTCA Certification Exam	5
OCPF	5
Vendor Ads	6-9

### From the President, Nancy M. Blackmer

I hope everyone's spring elections went well. Now most of us are getting ready for, or just finishing our annual town meetings. There are a lot of new clerks – congratulations to all of you. Don't be afraid to call any of us if you have questions. We are all here to help you.

For the new clerks – please make sure you look into attending our conference in June at Sea Crest. The dates are June 11-13. The brochure and information are on the M T C A website ([www.masstownclerks.org](http://www.masstownclerks.org)). One of the classes is for new clerks so be sure to think about signing up for this class. If you have not been able to get into the Members Only section, contact Amy Warfield in Burlington ([awarfield@burlington.org](mailto:awarfield@burlington.org)) to find out how to get started.

If you are planning on attending the conference at Sea Crest, make sure you have signed up for your classes, registered for the conference, and made your reservations at the hotel, if you are staying there. The Education Committee has worked hard to come up with interesting classes, if you see any of them, be sure to thank them for their work.

If you are planning on attending the New England Municipal Clerks' Institute and Academy, remember the deadline to register is June 20, 2014. If you need information on the classes and dates, check out the website at [www.nemcia.org](http://www.nemcia.org). Classes are held at Plymouth State University in Plymouth, NH.

### BEACON HILL REPORT

by Thomas Joyce, Esq.

Massachusetts is on the verge of passing landmark election reform! Upon the conclusion of their final meeting yesterday, the Joint Conference Committee on Elections filed its report in the House of Representatives. The House is planning to take up the report, House Bill 4072 tomorrow afternoon, May 14, 2014.

The much anticipated set of compromise reforms were unanimously approved by the conferees with a 6-0 vote. The full House then full Senate are expected to overwhelmingly approve the measure and

send it to the Governor by the end of the week. The only question before the legislature is whether or not to accept the Conference Committee report, only an up or down vote is allowed without amendment. Once it gets to the Governor's desk he will have 10 days to sign it into law, veto it, or send it back with proposed amendments. I would expect he will sign it but we should keep in mind that he lobbied very hard for the compromise bill to include same day voter registration, and permanent registration, which were rejected by the conferees.

*Continued on Page 2*

***Beacon Hill Report continued***

The MTCA should be extremely proud and applaud the extensive work done by President Nancy Blackmer and the Executive Board, along with Vice Presidents Andy Dowd and Jeremy Gillis, the tireless work of the Legislative Committee Chair Joe Powers and the entire legislative committee whom assisted, educated and guided me through this worthy effort. I am pleased to report that the final product is a very good bill.

Although Joe Powers will be describing the bill in detail I would like to underscore some of the highlights:

1. Early Voting only applies to statewide elections beginning in the 2016 Presidential election;
2. Early Voting is to be conducted at the clerk's office or wherever the clerk designates and importantly, only during usual business hours;
3. The required use of machine cancellation devices has been removed;
4. The Secretary Of State shall develop a waiver system which municipalities may use to employ less workers on election day;

5. Our training bill requiring only the clerk and one election official receive formal training was included;
  6. A task force including an MTCA member was established;
  7. The State Secretary shall establish secure online portals to check the status of voter registration and to facilitate voter registration and early registration for 16 and 17 year olds;
- The measure implements audits of 3% of precincts every 4 years beginning on the 2016 Presidential election.

Admittedly, the bill is not perfect, bills seldom are. Careful examination reveals there is something in this compromise bill for each interested party (often the hallmark for good legislation.) To be certain I am pleased that in the end we received more than our fair share! Most importantly, this is a good bill for voters, making it a little easier to register to vote and cast their ballots in the future.

I would be remiss if I did not acknowledge the tireless efforts of Representative James Murphy for insisting that this be an equitable bill.

---



---

### **ATTORNEY GENERAL'S OFFICE MUNICIPAL LAW UNIT**

The Attorney General's Office, Municipal Law Unit ("MLU") is now e-mailing to the City and Town Clerks, on a quarterly basis, the information received from the Court about the licensed establishments where defendants convicted of operating under the influence had their last drink. MLU sends this information to the City and Town Clerks, who can then forward the email to others in the municipality that may need or request the licensing information.

Pursuant to G.L. c. 90, § 24J, before sentencing a defendant convicted of operating under the influence of alcohol, the court is required to inquire of a defendant whether before the violation, he was served alcohol at an establishment licensed to serve alcohol on the premises and the name and location of such establish-

ment. The Trial Court then provides this information to the Attorney General's Office and the Alcoholic Beverage Control Commission (ABCC). Although not required to provide this information to local licensing authorities, the Attorney General is making this information available to the cities and towns (via the Clerks) in view of the public safety issue that operating under the influence presents.

## REPORT OF THE NOMINATING COMMITTEE

The MTCA Nominating Committee has voted to present to the Massachusetts Town Clerks' Association the following slate of Officers at the June, 2014 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** – Nancy M. Blackmer, MMC/CMC/CMMC, Town of Orange, *Franklin County*

**First Vice President** – Andrew T. Dowd, CMC/CMMC, 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** – Mary Y. Ryan, CMMC, Town of

**Great Barrington, Berkshire County**

(Term of Office July 1, 2014 – June 30, 2015 – second of possible five years)

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

**Dorothy A. Powers, CMC, CMMC**, Town of Westwood, *Norfolk County*

Term of Office: July 1, 2014 – June 30, 2017

**Anne Dunne** Town of Ashfield, *Franklin County*

Term of Office: July 1, 2014 – June 30, 2017

**Robin Phelan**, Town of Boxford, *Essex County*

Term of Office: July 1, 2014 – June 30, 2017

Respectfully Submitted:

Theodora K. Eaton, MMC/CMC/CMMC, Chairman, Needham

Jane E. Hibbert, Yarmouth

Nancy L. Morrison, West Bridgewater

Lynn M. Sibley, Whately

Kaari Mai Tari, Westford

Andrew T. Dowd, 1<sup>st</sup> VP, Northborough

*MTCA 2014 Nominating Committee*



### Western Mass. City & Town Clerks Association

## ANNUAL MEETING

at



**Friday, August 1, 2014**

**MTCA MEETING MINUTES  
FEBRUARY 6, 2014  
STURBRIDGE HOST HOTEL**

- ♦ A quorum of voting members being present, President Nancy Blackmer called the meeting to order at 12:34 PM.

**Secretary's Report**

Jeremy Gillis made a motion to accept the minutes from the Association meeting from October 3, 2013 from Jiminey Peak and it was seconded by Treasurer Robert Cutler. Minutes were unanimously approved.

**Treasurer's Report - Bob Cutler**

Treasurer Cutler presented his report and stated there were copies on each table. He noted that revenue funds were down over the past couple of years. He pointed out that the conference registration fees were brought down to \$25 a few years ago and the E-Board wanted to bring the fee back up to \$50 beginning FY15. An Association member made a motion not to raise the fees until FY16 due to the fact that many have already submitted their budgets for FY15. President Blackmer asked for a raise of hands to approve this motion and the majority were in favor, motion carries. On a motion by 2<sup>nd</sup> VP Gillis and seconded by E-Board member Powers, the Treasurer's report was unanimously approved.

**1<sup>st</sup> VP – Andrew Dowd**

1<sup>st</sup> VP Dowd stated that there were no scholarship applications for this conference. He reminded the members that there is money available for the Sea Crest Conference. Then he thanked all the vendors for attending the conference.

**2<sup>nd</sup> VP – Jeremy Gillis**

2<sup>nd</sup> VP Gillis thanked all the members and vendors for attending as well as the hotel for all their assistance.

**President - Nancy Blackmer**

President Blackmer introduced the newest Town Clerks; Linda from Haverhill, Wendy from Westborough and Barb from Deerfield. She informed all the members that Debbie Daemi was working on a new design for the name badges and she hopes to have the design ready by the Sea Crest Conference in June.

**CMMC Awards** - President Blackmer introduced Barbara LaBombard who presented the clerks who have recently earned their CMMC certificate. They were:

- ♦ Carol Harris from Templeton, 1<sup>st</sup> Certification
- ♦ Colette M. Williams from Brewster, 1<sup>st</sup> Re-Certification
- ♦ Jacqueline A. Brown from Freetown, 2<sup>nd</sup> Re-Certification
- ♦ Donna Hooper from Lexington, 3<sup>rd</sup> Re-Certification
- ♦ Lori A. Kelley from Oxford, 4<sup>th</sup> Re-Certification

President Blackmer asked for a motion to adjourn, Mr. Cutler made the motion, all in favor.

Adjourned at 12:45 PM.

Respectfully Submitted,

Marie Y. Ryan, CMMC, CMC  
MTCA Secretary

## 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.

---

## OFFICE OF CAMPAIGN & POLITICAL FINANCE

Are your candidates spending their own money on their campaigns? Here's how they'll disclose that activity on their campaign finance reports.

**Step One:** Report the amount spent as a contribution from the candidate to the campaign on Schedule A (Receipts), even though the money was paid directly to a vendor. If the candidate anticipates being paid back by the committee, he or she should write "loan" next to their name.

**Step Two:** Record the amount as an expenditure, listing the actual vendor in the "To Whom Paid" column on Schedule B (expenditures) with the date, purpose, address and amount. Listing the expenditure balances the account.

**Step Three:** If a candidate anticipates being paid back by the campaign, the contribution information should be listed in the liabilities section of the campaign finance report (Schedule D). Liabilities to a candidate can remain for as long as the com-

mittee is open, and may be paid back or forgiven at a future date.

**Example:** Candidate X needs to buy \$1,000 worth of lawn signs but does not have that balance in his campaign account. He uses his personal funds. He will disclose the activity by reporting a \$1,000 contribution to the campaign from himself on the receipts schedule and a \$1,000 expenditure to the lawn sign company on the receipts schedule. If it is considered a loan to the campaign, he will also list the \$1,000 amount as a loan on the liabilities schedule.

**Exception:** If a candidate is reimbursed for out-of-pocket expenditures before the end of the campaign reporting period, *he or she should not follow the steps above*. The campaign finance report would disclose the activity as a **reimbursement** to the candidate on the expenditures schedule, with a corresponding reimbursement form (CPF R1) disclosing the vendor, purpose and other information.



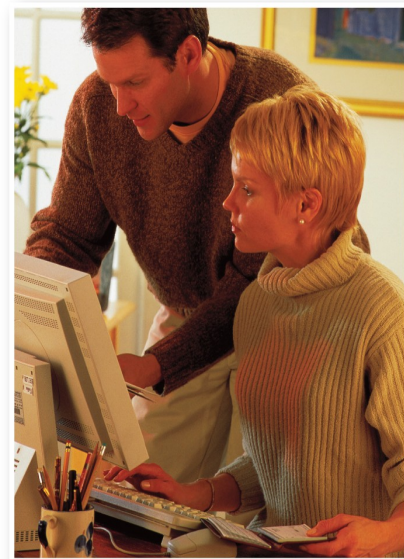
Looking for the  
**Fastest, easiest** and most **secure** way  
to **collect revenue online?**



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](http://unibankgov.com) today.



**UniBank**  
The proven leader in Government Banking

39 Church Street • Whitinsville, MA 508.234.8112 • [unibankgov.com](http://unibankgov.com) • Member FDIC/Member DIF

- Red Vinyl Back
- Pins Included

**RNR**  
PLASTICS, INC.



#### Minimum Order

1 Box of 250

\$39.50 / Box

Plus \$5.00 S & H per box

Please enclose your check or money order with this form. If you would like the order shipped C.O.D., please note \$6.00 C.O.D. fee in space provided.

#### Order Form

<u>Order qty</u>	<u>Cost/bx</u>	<u>S&amp;H (\$5.00/bx)</u>	<u>C.O.D Fee</u>	<u>Total</u>
_____ x	\$39.50/bx	+ \$ _____	+ \$ _____	= \$ _____

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Make checks payable to:

RNR Plastics, Inc.

20 Bellows Road

Raynham, MA 02767

Phone: (508) 821-4800

Fax: (508) 821-3637

## Proven Value

Through Best-in-Class Codification Services



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

**GENERAL  
CODE**  
Codification Division

**HFGROUP**   
**ACMEBINDING**

**HFGROUP**   
**RECORDSAVE**

(formerly A.M. Sulkin Co. and Harcourt Bindery Inc.)

### Printers, Bookbinders

*And your source for the care of*

### Government & Municipal Records

### Manufacturers of Municipal Forms, Minutes Books & Storage Binders

### Records Preservation & Restoration

- Facility & Collection Surveys
- Document Treatment
- Binder Fabrication
- Rebinding
- Restoration
- Digitization
- Cleaning
- Mending
- Deacidification
- Encapsulation

80 CAMBRIDGE ST.  
CHARLESTOWN, MA 02129  
(617)242-5959

*Since 1821*

## archival PRESERVATION

BOOKS

PAPER

MAPS

IMAGE

INDEX

**KOFILE**  
PRESERVATION

1-800-639-3027

WWW.KOFILE.US

new names...familiar faces  
formerly *Brown & River Marrett Co.*

**JOE DEGNAN**  
joe.degnan@kofile.us

**BILL STEWART**  
william.stewart@kofile.us

# GANGI PRINTING

---

Since 1973

- ☑ Exceptional Quality
- ☑ Exceptional Service
- ☑ Friendly Professionals
- ☑ S.O.M.W.B.A Certified
- ☑ Family Owned

- ❖ Town Meeting Warrants
- ❖ Street Directories
- ❖ Code of By-Laws
- ❖ Town & City Manuals
- ❖ Applications & Forms
- ❖ Annual Reports
- ❖ Stationery
- ❖ Large Format Printing
- ❖ Graphic Design Services
- ❖ Electronic File Services

*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*

Call 617-776-6071 or E-mail [orders@gangiprinting.com](mailto:orders@gangiprinting.com)  
[www.gangiprinting.com](http://www.gangiprinting.com)





- Election Services & Supplies
- Election System Sales
- Ballot Printing
- Voting Booth Sales
- Census & Street Book Services
- Dog Tags
- Election Consulting

*New England's leader in Election Solutions and Customer Service  
since 1972.*

1-800-LHS-VOTE  
10 Manor Parkway, Unit B, Salem NH 03079

[www.lhsassociates.com](http://www.lhsassociates.com)

# 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, CMC/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.masstownclerks.org](http://www.masstownclerks.org)