



## Massachusetts Town Clerks' Association

# The Public Recorder

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### From the President, Andrew T. Dowd

**G**reetings!

One of the most beneficial things the MTCA can do for its members is to provide training and education. Recently, we formed a Mentoring Committee, formalizing a program that has existed in various forms for many years. Welcoming new members, getting them involved, and providing much needed guidance as they assume the role of Town Clerk. Included here is registration information for the first education session conducted by the Mentoring Committee, this full day session will be held in Holliston June 29<sup>th</sup>. Although geared toward new Clerks, the session is open to all. Additional sessions will be offered throughout the year. I thank the members of the Mentoring Committee for developing a fantastic program!

If you haven't already, please consider attending our conference June 15<sup>th</sup> – 17<sup>th</sup> at the Hotel 1620 in Plymouth [www.hotel1620.com](http://www.hotel1620.com). The registration packet was e-mailed out on the Yahoo Group and CVR, and is also posted on our website: [www.masstownclerks.org](http://www.masstownclerks.org) Of particular interest to many will be our round table session Wednesday afternoon which will cover Early Voting and proposed changes to the Public Records Law.

Speaking of conferences, I would like to thank all of those involved (it's a long list...) in planning these events! Much time and effort is spent planning and organizing our 3 conferences each year. Keep in mind, all of those involved are volunteers, working on the conference in addition to running their busy office. Sometimes it's easy to complain or send a snarky e-mail, we all have those moments. Please take a moment and thank those who help make our conferences great!

See you in Plymouth!

Andrew T. Dowd,  
MTCA President 2015-2017



### UPCOMING MTCA CONFERENCES

**NEW ENGLAND MUNICIPAL  
CLERKS' INSTITUTE & ACADEMY**  
**JULY 9-15, 2016**  
PLYMOUTH STATE UNIVERSITY  
PLYMOUTH, NH

**MTCA FALL CONFERENCE**  
**SEPTEMBER 28-30, 2016**  
SHERATON SPRINGFIELD  
SPRINGFIELD, MA

**NEACTC CONFERENCE**  
**NOVEMBER 15-17, 2016**  
OMNI PARKER HOTEL  
BOSTON, MA

## **BEACON HILL REPORT**

**by Thomas Joyce, Esq.**

At the suggestion of Association President Andy Dowd and Vice President Jeremy Gillis, on May 1<sup>st</sup> Governor Charlie Baker issued a Proclamation naming the first week in May "Municipal Clerks' Week" in celebration of your many contributions to the Commonwealth. Congratulations, this is an extraordinary accomplishment and well-deserved recognition!

On another important note, the Massachusetts Senate will debate its version of the fiscal 2017 budget during the week of May 23<sup>rd</sup>. We will be closely watching their Ways & Means proposal as well as the expected hundreds of proposed amendments. You will recall I reported on the House budget proposal last month. The House did adopt three sections that, if they prevail in the final budget document, will impact us.

The first significant change to note is a section requiring Clerks' to designate early voting sites in the Presidential election 35 days prior to the election instead of the 14 days as required in the Election Reform Act. Second, residents who move to another municipality will have an 18 month grace period to register to vote in their new municipality instead of 6 months. (As an aside, just weeks before the Presidential election in 2008, the legislature passed a similar law.) Lastly, effective November 9, 2016 the change of residency section reverts back to 6 months.

I am very pleased to report that after President Dowd's testimony at the Public Records Committee on Conference it appears the Committee is on the verge of adopting all Association suggestions. Representative Peter Kocot and Senator Joan Lovely, along with the other 4 members deserve our praise on this issue. To say that public records disclosure is a "hot button" issue on Beacon Hill would be an understatement!

Rest assured that as the fiscal budget, other bills and issues advance, your Legislative Committee, Bob Cutler and I will remain vigilant in protecting MTCA interests.

Enjoy the springtime weather now that it has arrived!

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## **WESTERN MASS CITY & TOWN CLERKS' ASSOCIATION**



The Western MA City and Town Clerks' Association will be holding their annual summer meeting on Friday, July 29, 2016 at Look Park in Northampton, MA.

Registration opens at 9:30 a.m. with coffee and Danish followed by the annual business meeting commencing at 10:00 a.m. President Andy Dowd and various speakers from our fair State will be there to update attendees on upcoming events and changes including early voting. This informative session is followed by a picnic buffet.

Mark your calendars. This is open to all western MA clerks, office staff and members of their Board of Registrars. Registration forms will be mailed out early June. Look forward to seeing you there.

## OFFICE OF CAMPAIGN & POLITICAL FINANCE

### Campaign finance seminars scheduled for candidates and local party committees

OCPF has scheduled several seminars for candidates and local party committees in June.

The seminars last about one hour and include a review of campaign finance disclosure rules, as well as a demonstration of the agency's e-filing system, R6.

Please feel free to share this information with your local party committees. The seminar places and dates:

Milford	June 1, 6 p.m.	Town Hall, 52 Main St.
Milton	June 6, 6:30 p.m.	Town Hall, Blute Room, 525 Canton Ave.
Yarmouth	June 9, 6 p.m.	Town Hall, 1146 Route 28
Leominster	June 14, 6 p.m.	City Hall, 25 West St.
Amherst	June 16, 6:30 p.m.	Town Hall, 4 Boltwood Ave.
Framingham	June 22, 6:30 p.m.	Town Hall, 150 Concord St.
Pittsfield	June 29, 6 p.m.	City Hall, 70 Allen St.

As always, OCPF is grateful to the city and town clerks who agreed to host a seminar. Please call 617-979-8300 with any questions.



## 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 [cityclerk@easthampton.org](mailto:cityclerk@easthampton.org) or call 413-529-1460.



## ATTENTION ALL CLERKS

The MTCA recently formed a Mentoring Committee, charged with developing a suitable curriculum to assist new Clerks in establishing their offices and establishing a mentoring network for support. This effort kicked off at the Winter Conference with a meeting of newer Clerks with the committee to establish how the program should proceed. A subsequent survey was distributed to those in attendance. Upon review of the responses, it was clear that an "off conference" educational session was very attractive to the respondents. This new idea serves 2 purposes- it allows newer clerks to attend the needed classes (Elections, Open Meeting, etc.) at our conferences, while still allowing them to get the "New Clerks" education as well.

The Committee is pleased to announce that we will be holding 4 such sessions throughout the year, with the inaugural being held on **June 29<sup>th</sup> from 9 am to 3 pm, at the Holliston Police Station, 532 Washington Street, Holliston MA 01746.**

**The Session will be an introductory "101" class into the Office of the Town Clerk, a "macro" focus overviewing the many responsibilities we have and what you should do upon first becoming a Clerk. Subsequent sessions will be more "micro" focused into particular areas of the office.**

There is a \$15 Registration fee for this class, per person, which will include lunch. All new Clerks (and seasoned ones!) are encouraged to attend. Your participation is vital to the program and will ensure it is able to take hold and benefit us all.

Completed form (1 per person attending), and check payable to the "MA Town Clerk's Association" for the Workshop registration shall be sent with your conference registration to:

**Barbara LaBombard, 50 Payson Avenue, Suite 100, Easthampton, MA 01027**

**Tel: 413-529-1460**

**FAX: 413-529-1417**

**Name:**

**Email Address:**

**Town:**

**Year Elected/Appointed  
Question for the class?:**



### MTCA MENTORING COMMITTEE

Danielle Sicard, MMC/CMMC- Walpole-Chair:  
Dottie Powers, CMC/CMMC-Westwood  
Elizabeth Greendale, CMC- Holliston  
Tara Shaw-Plympton  
Jeremy P Gillis, MMC/CMMC- Easton

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# Newsletter of the MTCA

584 Main Street  
Athol MA 01331



## **Massachusetts Town Clerks Association**

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## **The Public Recorder**

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