



Massachusetts Town Clerks' Association

The Public Recorder

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From the President, Andrew T. Dowd

Greetings! A good number of Massachusetts Clerks attended the New England Association of City and Town Clerks (NEACTC) conference last week in beautiful Woodstock, VT. The Vermont Clerks put on a great conference, which included stimulating education sessions, good food, and a tour of Billings Farm. Many of us had a chance to reconnect with NEMCI classmates and enjoy fellowship with our Clerks friends from around New England.

Congratulations to MTCA Treasurer Bob Cutler who was sworn in as NEACTC President! Bob and the NEACTC 2016 conference committee are busy preparing to host the New England conference in Boston next year. Please mark your calendars, the conference will be held November 15th – 17th 2016 (Tuesday – Thursday), at the Omni Parker House in Boston.



NEACTC President Bob Cutler being sworn in by VT Secretary of State

Our Legislative Committee and Lobbyist continue to monitor legislation that will impact Clerks. The Public Records Bill was reported out of Ways & Means and will be debated on the House floor very shortly. We have successfully influenced changes to this Bill which will make it easier to implement. As I previously mentioned, this Bill has extremely strong support from a variety of sources. Simply opposing this legislation was not a viable option. Like it or not, updates to the Public Records Law are needed, working behind the scenes to effect practical changes was our best option.

Early Voting is now less than 1 year away. The Secretary of the Commonwealth is developing early voting regulations. Many Clerks are waiting for this information as they finalize their FY17 budget requests. I have spoken with Michelle Tassinari several times regarding progress on draft regulations. Their goal is to simplify the process as much as possible. Because early voting is in addition to absentee voting (a constitutional right), the intent is mirror the procedures wherever possible. As you prepare your FY17 budgets, I would suggest you include the costs of using election workers to assist during the early voting period (10 days). Keep in mind, you are not required to have a police officer present or hire election workers. We are obligated to offer early voting during *regular hours*, if you choose to offer additional evening or weekend hours, budget accordingly.

Continued on Page 2

BEACON HILL REPORT

by Thomas Joyce, Esq.

Congratulations on successfully conducting another election. MTCA Clerks do such a seemingly transparent, yet incredible job running elections that it is so often taken for granted. To be certain, this is a story that association leadership, your legislative committee and I convey to legislative leaders on Beacon Hill.

In addition to the number of municipal offices filled, the Legislature saw three of its members elected to new positions. Representative Michael Brady (D) of Brockton ran a successful campaign to win the Senate seat vacated due to the death of former Senator Thomas Kennedy. Also, Republican Senator Robert Hedlund defeated the incumbent Mayor of Weymouth to fill that position while Representative Stephen DiNatale (D) of Fitchburg was the victor in that mayoral election. The soon to be open House seats will see primary elections in March concurring with the Commonwealth's Presidential primary.

Although the legislature has been busy conducting numerous public hearings on a whole host of issues since I reported last, a handful of major bills have been sent to the Governor and signed. Perhaps, most importantly, is a final supplemental budget to close the books for last year. Importantly, although heavily lobbied, there was no language included for the creation of a secure vital records trust fund to be funded via fees to be collected by Clerks. This may be seen as a setback for the Department of Public Health that you will recall as recently as your meeting at Sea Crest, representatives were instructing you on its forthcoming administration.

A few weeks ago, the Joint Committee on Election Laws heard two MTCA legislative proposals. I was pleased to testify on House Bill 583 and House Bill 584 dealing with voter status, and a change in the primary date for statewide elections. Although no significant bills have yet to be

reported by this Committee I will let you know the moment any bills move.

It is widely expected that this week the House Ways & Means Committee will finalize the public records bill and report it to the House for consideration. We have proposed a few minor changes that will make it easier to administer the bill should it become law. Comparatively, the Mass Municipal Association and some other organizations such as the ACLU have taken very hard line positions on the proposal. Interestingly, the Secretary of the Commonwealth, while urging passage of the bill, has at the same time initiated a state ballot referendum on the subject. If the question is to appear on the ballot approximately 64,000 additional signatures must be filed by close of business Wednesday.

I will update you as things unfold this week. In the meantime, I wish you and your families a very happy and meaningful Thanksgiving, particularly in light of the most recent horrific tragedy in Paris.

President's Report cont.

I foresee early voting to be absentee voting on steroids. The predictions are that we will see the highest volume during the last few days. Once the regulations are finalized, we will request a full review by the State Auditor to determine if a mandate exists.

As we get ready to celebrate Thanksgiving, I hope all of you thoroughly enjoy time spent with family and friends along with a little extra time off from work.

Happy Thanksgiving!

Andy –



The 2016 Conference Committee is well *On Our Way* to making this a *Conference to Remember!*

We had a huge turn out at our meeting in Springfield...thank you! We have put together a great team of committee leaders (see below). If you are interested in being on a planning committee please let one of the officers know so we can add you to the team! (don't assume we have you on our list already ☺).

PRESIDENT	Robert Cutler	rcutler@foxboroughma.gov
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CALL FOR HELP:

The New England Conference 2016 is fast approaching. The Massachusetts Clerks will be hosting the 49th New England Conference in 2016 at the Omni Parker House, a Boston landmark, on November 15th through the 17th. The Conference Committee has been working hard over the last four years to fundraise and begin planning for this spectacular event.

We want to make this event an unforgettable experience for all attendees. We can only do that with the help of the exceptional Massachusetts City and Town Clerks. The Committee has approximately 25 people working on various committees, such as education, fundraising, vendors, registration, hotel, hospitality, and banquet. If you're interested in joining, everyone is welcome. Feel free to contact myself or Jeremy Gillis to express your interest. We will get you in touch with the chair of the particular committee that meets your interest.

If you are not interested in working directly with the committee, your help is still needed. To keep the cost of the conference affordable for all attendees, we must raise additional funds. Ann Quirk, fundraising chair, has done a tremendous job of raising funds through 50/50 and basket raffles at the MCA conferences. But our BIGGEST fundraising effort still remains.

We have a CALENDAR RAFFLE on-going. The majority of funds received to date have come from our colleagues in the other New England States. To meet our goal of raising \$24,000.00, we need a commitment from the Massachusetts Clerks. We are asking each Massachusetts Clerk to sell 10 raffle tickets. The tickets cost \$10 each but the payoffs are large with 31 separate prizes ranging from \$50 to \$500. One ticket gets a chance for each of the 31 prizes. They make a great stocking stuffer.

Please join us in making the 2016 New England Conference the best experience it can be. The raffle form is attached here. Thank you for any help you can offer us.

Bob Cutler
NEACTC 1st VP
Foxborough Town Clerk
(508) 543-1208

Thank you for helping with our Raffle Fundraiser!

There is over \$3000 in prizes and you can win more than once!

We need to sell 2300 tickets! – Please commit to selling at least 10

Instructions are simple:

1. Sell as many as you can. Simply copy one of the attached to make more!
2. Some marketing ideas:
 - o Scan and email it to ALL employees at your town hall
 - o Email it to your family & Friends in your address book
 - o Post it to your Face book page
3. Send in the bottom portion and \$10 for each sold – **PLEASE SEND BACK ON OR BEFORE 12/14/15**
 - o Have people provide YOU with the bottom slips & checks to return together
 - o or you can have individuals send them back to us as well
 - o Whatever approach you think would help sell the most tickets is great!



2016 New England Association of City and Town Clerk's Conference

For a donation of \$10.00 you can have the perfect stocking stuffer!!! Your donation will help support the 2016 NEACTC Conference; that Massachusetts will be hosting. One winner will be drawn each day and the prize mailed to the winner. Calendar can win multiple times.

JANUARY 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 \$250	2 \$100
3 \$250	4 \$50	5 \$50	6 \$50	7 \$50	8 \$50	9 \$100
10 \$250	11 \$50	12 \$50	13 \$50	14 \$50	15 \$50	16 \$100
17 \$250	18 \$50	19 \$50	20 \$50	21 \$50	22 \$50	23 \$100
24 \$250	25 \$50	26 \$50	27 \$50	28 \$50	29 \$50	30 \$250
31 \$500						

Please fill out the form below and remove the bottom portion and send it along with your check for \$10.00.

~~~Deadline to enter: December 14, 2015~~~

Please make check payable to the 2016 NEACTC Conference:

2016 NEACTC Conference

Ann M. Quirk, CMC

Town Clerk/ Town of Barnstable

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Hyannis, MA 02601

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NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

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## MTCA CERTIFICATION EXAM (CMMC) IN JANUARY

The MTCA examination for Certified Massachusetts Municipal Clerk (CMMC) designation will be offered in January. Applications must be received by Administrator Barbara LaBombard by **DECEMBER 15th** for the January exam, which will be mailed between January 1<sup>st</sup> and January 7<sup>th</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 February 10th for the January 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 March 1<sup>st</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 at all MTCA conferences and from the administrator, Barbara LaBombard - ([cityclerk@easthampton.org](mailto:cityclerk@easthampton.org)) or by calling 413-529-1460.

## OFFICE OF CAMPAIGN & POLITICAL FINANCE

### Forms are now easier to find on the OCPF website

We have created a “Clerks” tab at the top of our website as a direct link to our Municipal Clerk Support page, to make it easier for local election officials to get our guides and forms.

Forms are now just [two easy clicks away](#).

On the same support page, you’ll also find a tutorial for newly elected or appointed clerks. The six-minute video is designed for new clerks, but it might also be a helpful refresher for veteran municipal election officials. [Click here](#) for the tutorial.

### Use of R6 by Local Candidates

About 50 local candidates have already registered with OCPF for R6, our online reporting system.

If you’re an elected clerk and you want to register for R6, please send your M101 form to Jason Tait at [jtait@cpf.state.ma.us](mailto:jtait@cpf.state.ma.us) or by fax to 617-727-6549. *We also ask that you encourage local candidates to register for R6 before the 2016 town elections.*

Candidates can use R6 to create, print, sign and file their reports with your office. [Click here](#) for a tutorial on how local candidates can use R6.

## CERTIFIED & MASTER MUNICIPAL CLERKS

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

**Valerie Fox, CMC - Deputy Town Clerk - Town of Lincoln, 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.

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

**Danielle M. Sicard, MMC - Town Clerk - Town of Norton, 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.

For more information please visit our website at [www.iimc.com](http://www.iimc.com) or contact us at [hq@iimc.com](mailto:hq@iimc.com) or 909-944-4162.





*From left to right: Jeremy Gillis, MTCA First Vice-President; Marie Ryan, MTCA Second Vice-President; Danielle Sicard, MTCA Secretary; Joseph Powers, Wellfleet Town Clerk; Bob Cutler, MTCA Treasurer & NEACTC President; Andy Dowd, MTCA President; and Elizabeth Greendale, MTCA E-board member.*



Jeremy Gillis, Easton Town Clerk and his new friend Elsie at Billings Farm in Woodstock, VT





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**FEBRUARY 3-5, 2016**

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#### MTCA SUMMER CONFERENCE

**JUNE 15-17, 2016**

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# Newsletter of the MTCA

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## **The Public Recorder**

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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)