



Massachusetts Town Clerks' Association

The Public Recorder

Volume 58, No. 14

MARCH 2015

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From the President, Nancy M. Blackmer

The calendar says it is almost spring – I hope it is right. I am not sure when the snow will be all melted – instead of sitting on the sand at Sea Crest, we may be sitting on snow.

The Nominating Committee is still looking for people to serve on the E-Board. I will be looking for volunteers to serve on the various committees so if you are interested in a particular committee, please let me know. If you are currently serving and wish to continue, please let me know that as well. Appointments are presented to the E-Board in June for approval.

Our summer conference will again be held at Sea Crest Beach Hotel in North Falmouth; it begins on Wednesday, June 10 and ends on Friday, June 12. The Education Committee is working on the classes for this. The registration information will be out in mid-April. We will be recognizing the retired clerks again this year on Thursday night at the banquet. More information will be available about that soon. If you know a retired clerk that would like to attend, please extend an invitation to them. The Association will pay for their meal. If they wish to spend the night, they will be able to get our rate for their room for their stay – the rate for one night with no meals is \$185.39

(includes tax). Please let me know if you know of a retired clerk planning to attend. We will need to include them in the meal count and we also want to list their name in the brochure.

Laura Gemme created a fantastic spreadsheet with information about all the cities and towns in the state. It has information about fees, salaries, certifications, and more. This is on the MTCA website and Amy Warfield maintains the website. Amy recently sent a copy of it to everyone on the Yahoo Group. If you did not get that email, check out the spreadsheet on the website. Thank you Laura for putting this together, it is a great asset and thank you Amy for maintaining our website.



BEACON HILL REPORT

by Thomas Joyce, Esq.

The Leadership of the 189th Massachusetts Legislature has now been appointed and committee assignments are complete. Speaker DeLeo has put his team in place completing the very much anticipated appointment process for the biennial session. You will recall that I reported on Senate President Rosenberg's appointments last month.

Last sessions chair of the important Election Laws Committee, Representative Jamie Murphy has been newly tasked with chairing the Public Services Committee. Public Service has state pensions under its purview. His committee is already hard at work reviewing the Governor's early retirement proposal.

The new House chair of the joint committee on Election Laws is Representative John Mahoney from Worcester, a popular and highly regarded third term legislator who will co-chair the committee with his Senate counterpart Tom Kennedy of Brockton.

The Clerks of the House and Senate are now completing their task of numbering and printing the 5700 bills and sending them to their appropriate joint committees for public hearing and review. As reported last month, while the joint committees operate under temporary rules until new rules are adopted the House and Senate have passed substantially differing versions of permanent joint rules, which is now before a 6-member conference committee tasked with reconciling the differences.

I mention this somewhat tedious rules issue again because there appears to be an extremely wide difference of opinion between the House and Senate that could significantly alter procedures for recommending public policy. The Senate, led by Senator Mark Montigny, Chair of Senate Rules is proposing that each branch have the ability to re-

port out of joint committee their own bills by a majority vote of its branches members on the committee. This is a huge departure from long-standing precedent that requires a vote open to all Senate and House members of the joint committees. The 27 joint committees are made up of 6 Senators and 11 Representatives, which reflects the fact that the legislature is made up of 40 Senators, and 160 Representatives.

Complicating matters, the Senate is threatening the House with adopting what is being called the "nuclear option" if the House does not go along with the Senate plan. The Senate will vote to establish 27 Senate separate subject matter committees with jurisdiction over all bills filed in the Senate.

Meanwhile, the Governor has filed his fiscal 2016 budget, which attempts to fix an approximate \$1.5 billion shortfall. The bill is currently under review and being transformed by House Ways & Means. Of particular note, Secretary Galvin has publicly stated that his elections budget is woefully inadequate, particularly in light of the reform bill enacted last year. I will keep you posted as things progress.

MTCA NOMINATING COMMITTEE

MTCA Nominating Committee Seeks Applicants for MTCA Officers & Executive Board

The MTCA Nominating Committee is charged with the responsibility of nominating and presenting a slate of officers to the MTCA membership at the Annual Meeting in June that duly reflects representation of its membership (as stated in the MTCA Policies & Procedures). The Nominating Committee makes every effort to have statewide representation on the Executive Board.

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 following positions are open for the fiscal year beginning July 1, 2015:

President – Nancy M. Blackmer, MMC/
CMMC, Town of Orange, *Franklin County*

First Vice President – Andrew T. Dowd,
CMC, 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*
(Term of Office July 1, 2015 – June 30,
2016 – fourth of possible five years)

Secretary – Marie Y. Ryan, CMMC, Town of
Great Barrington, *Berkshire County*
(Term of Office July 1, 2015 – June 30,
2016 – third of possible five years)

Three members of the Executive Board each for a three-year term

Current E-Board members whose terms are expiring represent Bristol, Barnstable and Middlesex Counties.

If you are interested in serving as an officer or on the MTCA Executive Board, please submit a letter of interest by March 20, 2015 to the Nominating Committee.

Thank you,

Theodora K. Eaton, Needham
Margaret R. Bonderenko, Mendon
Wendy M. Houle, Sunderland
Lynn Sibley, Whately
Kaari Mai Tari, Westford
Andrew T. Dowd, 1st VP, Northborough
MTCA 2015 Nominating Committee

OFFICE OF CAMPAIGN & POLITICAL FINANCE

Due to [changes in the campaign finance law](#) that went into effect Jan. 1, OCPF has revised several of the guides that are distributed locally by local election officials to candidates and committees.

All guides are available by [clicking here](#). The revised guides include:

Candidates for Municipal Office (Non-Depository) – This guide is for municipal candidates who file with their local election officials, and for mayoral candidates in cities with populations of 75,000 or less who e-file with OCPF. [Click here for the guide](#).

Local Election Officials – This guide explains

campaign finance responsibilities for local election officials, including town clerks. [Click here for the guide](#).

Municipal Ballot Question Committees – This guide summarizes how to organize and operate a municipal ballot question committee, and how to disclose campaign finance activity with local election officials. [Click here for the guide](#).

OCPF has also created a new tutorial for municipal candidates who file locally. [Click here for the video](#), and feel free to share it with your candidates. Please call Jason Tait at 617-979-8300 with any questions.

OFFICE OF THE ATTORNEY GENERAL

ATTORNEY GENERAL'S OFFICE TO HOLD FOUR REGIONAL OPEN MEET- ING LAW EDUCATIONAL FORUMS THIS SPRING

*Will Also Offer a Live Webinar on the Open
Meeting Law*

BOSTON – In an effort to better inform the public and governmental officials about the [Open Meeting Law](#) and its requirements, Attorney General Maura Healey's Office will hold four regional free educational forums in March and April. The AG's Office will also offer a live web-based training on the law.

The forums and the webinar are part of a broad effort by the AG's Office to assist public bodies and members of the public in understanding and complying with the [requirements](#) of the Open Meeting Law. State, local, regional, and county public bodies are required to comply with the Open Meeting Law.

The Open Meeting Law educational forums will be conducted by attorneys from AG Healey's Division of Open Government and are open to the public. Since assuming responsibility for enforcement of the Open Meeting Law at all levels of government in July 2010, the AG's Division of Open Government has responded to more than 10,300 telephone and email inquiries from members of public bodies, municipal counsel, and the public. The Division has also conducted 25 regional trainings on the law across the state and issued more than 560 written determinations.

In order to provide greater transparency and access to the office's decisions, all of the AG's Open Meeting Law determinations are available online through an interactive database, the [Open Meeting Law Determination Lookup](#).

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OFFICE OF THE ATTORNEY GENERAL

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Spring 2015 regional educational forums will be held on the following dates:

Ware

Thursday, March 19, 2015
6:30 – 8:30 p.m.
Ware Junior Senior High School-
Auditorium
237 West Street
Ware, MA

Sharon

Thursday, March 26, 2015
6:00 - 8:00 p.m.
Sharon Community Center
219 Massapoag Avenue
Sharon, MA

Hanover

Wednesday, April 1, 2015
6:00 - 8:00 p.m.
Hanover Town Hall, Large Meeting
Room
550 Hanover Street
Hanover, MA

Gloucester

Tuesday, April 7, 2015
6:00 - 8:00 p.m.
Gloucester City Hall-Kyrouz Auditorium
9 Dale Avenue
Gloucester, MA

The educational forums are being offered free of charge. All members of public bodies, municipal employees, and members of the general public are encouraged to attend. Individuals interested in attending an educational forum are asked to register in advance by calling 617-963-2925 or by emailing OMLTraining@state.ma.us, and providing: 1) their first and last names; 2) town of

residence; 3) the public body/organization they represent, if appropriate; and 4) the location of the educational forum they will attend.

The AG's Office is also conducting an online webinar on Tuesday, April 14 from 9:30 a.m. – 11:00 a.m. Attendees can participate entirely online and will be able to submit written questions during the training and receive real-time responses from Division attorneys. Those interested in registering or receiving additional information about the webinar may do so by emailing OMLTraining@state.ma.us.

For more information on the Open Meeting Law, visit the Attorney General's website at www.mass.gov/ago/openmeeting.

Media are welcome to attend.

MASSACHUSETTS MUNICIPAL CLERKS ARCHIVAL RECORDS PROJECT UPDATE!

The Simmons College Archival Records Project is well underway! Following on-site orientation meetings conducted by project organizers this past fall in Holyoke and Boston, the web-based Archives training program was rolled out in early December with 43 participants representing cities and towns throughout the Commonwealth. Participants will work on 5-6 modules over the course of the 6-month program, addressing archival areas including *Provenance, Appraisal & Acquisition, Description & Arrangement, Preservation, Access, and Advocacy & Outreach*. Each module builds upon the concepts addressed in earlier modules.

Program design allows for online discussion among participants and with course presenters. Readings and simulations prepare participants to work on assignments that will help address actual challenges and circumstances pertaining to their community.

TESTIMONIES:

Winthrop Town Clerk Carla Vitale – *'I have enjoyed the readings.... it has put me in touch with many people that have a shared interest in records preservation..... I have enjoyed the fact that this is being offered to us and that we are able to do it online...we can learn at our own pace and in our own time!'*

Boxford Town Clerk Robin Phelan – *'I am enjoying the program and learning a great deal. This is my first experience with an online course and I appreciate the flexibility that online training allows given our busy and sometimes unpredictable schedules. The Chiltern Hills simulations make the modules interesting and are helping me to understand the relevance of the concepts taught to my responsibilities as a Town Clerk. I highly recommend municipal clerks, or their appropriate staff, make time to participate in this important training as future sessions may be scheduled.'*

SUMMARY OF PARTICIPANT COMMENTS FOLLOWING COMPLETION OF MODULE 1:

ARCHIVAL FOUNDATIONS: *PROVENANCE, CUSTODY & ORIGINAL ORDER*

Framework:

- ♦ pleased to be able to put names and definitions to concepts that they may have already instinctively known from working with their records
- ♦ appreciated understanding how these concepts applied to their records
- ♦ the concepts of provenance and original order, quite new to some participants, helped participants understand how to approach their records

Readings:

- ♦ the reading reinforced understanding and enabled participants to think about records in more personal terms
- ♦ the reading inspired a number of fascinating personal narratives as well as some lengthy discussion threads that led into questions of how records can be understood and used
- ♦ the reading illustrated that records are often used in ways that were not imagined when they were created

Simulation & Assignments:

- ♦ some participants found the simulation instructions sometimes difficult to follow and the simulation itself cumbersome to complete – possibly due in part to the fact that we were dealing primarily with conceptual issues, and also likely to the fact that this was the project's first simulation
- ♦ future simulations will be designed to be simpler and more practical
- ♦ each clerk is dealing with a different situation that has its own complexities

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- ♦ although participants listed a wide variety of records, for the most part the materials were similar but configured differently and in different formats

Participants completed the assignment within the requirements of the module, demonstrating an understanding of *provenance*, *custody* and *original* order by creating an inventory of marriage records and identifying various record types within that collection.

SOME COMMON ISSUES IDENTIFIED:

- ♦ *Intellectual & physical control* – Similar records, regardless of location, need to be listed together. Future modules on *arrangement and description & access* will further address this concept.
- ♦ *Formats* - Participants listed records in many different analog formats but some listed older records in non-paper formats - microfilm, microfiche and computer discs. If the only form is in non-paper formats – does the material still exist in its original format? If the original no longer exists then long-term preservation becomes an important issue. Mod-

ule 3 will address *Preservation*!

- ♦ *Year ranges* – Many Clerks noticed gaps in years for the assigned record set once an inventory had been created. Surveying the records often exposes critical issues for which a remedy may be possible. How to address and remedy this situation is an important issue for future modules.

Project updates will be shared as participants work their way through the 6 modules and completion of the project in the spring!

Congratulations to all participants for their commitment to this *Archives Education for Municipal Clerks* project as we move forward with developing a model that offers Archival Records training for municipal clerks on an ongoing basis!

Updates are scheduled for the June 2015 MTCA conference at Seacrest at which a number of participants and planning group representatives will be present.

Planning Team

Archival Education for Municipal Clerks



MTCA CONFERENCES

MTCA SUMMER CONFERENCE

JUNE 10 - 12, 2015

SEA CREST BEACH HOTEL
350 QUAKER ROAD, FALMOUTH MA
www.seacrestbeachhotel.com

MTCA FALL CONFERENCE

SEPTEMBER 30 - OCTOBER 2, 2015

SHERATON SPRINGFIELD MONARCH PLACE HOTEL
ONE MONARCH PLACE, SPRINGFIELD, MA
www.sheratonspringfield.com

NEACTC ANNUAL CONFERENCE

NOVEMBER 18 - 20, 2015

WOODSTOCK INN
WOODSTOCK, VT
www.woodstockinn.com

State Association
New England Association of City & Town Clerks
New England Municipal Clerks Institute & Academy

SCHOLARSHIP APPLICATION

	<u>YES</u>	<u>NO</u>
1. I am a Deputy or Municipal Clerk.	_____	_____
2. I am the only applicant from my municipality.	_____	_____
3. I have been denied all or partial funding from my municipality And I am enclosing the <u>letter of denial</u>	_____	_____
4. I am a member in good standing of my state association.	_____	_____
5. I am a dues-paying member of the New England Association	_____	_____

If you have answered **YES** to all of the above, you may apply for financial assistance. If you have answered **NO** to any of the above, you must include a letter of explanation stating why you have not complied with the above criteria

NAME _____ DATE _____

ADDRESS _____ PHONE _____ FAX _____

JOB TITLE/TOWN _____ POPULATION _____

EMAIL ADDRESS _____

I am applying for financial assistance for the New England Municipal Clerks Institute Year _____ or Academy Course _____

AMOUNT REQUESTED \$ _____

If Academy student, the year you graduated from the Institute:

My Municipality will pay \$ _____

I have _____ have not _____ applied to IIMC for scholarship funds. IIMC will pay \$ _____

Return this application, letter of denial and any necessary letter of explanation to Andrew T. Dowd, Scholarship Chair, 63 Main Street Northborough, MA 01532 by March 27, 2015.

** Check with your State Scholarship Chair to see if you need additional paperwork**

FOR USE BY STATE SCHOLARSHIP CHAIR ONLY:

Date received: _____ Date action taken: _____

Amount awarded: _____ **OR:** Reason for denial _____

After state action, State Scholarship Chair should forward to NEACTC Joint Chair by **April 10, 2015**

FOR USE BY NEACTC/NEMCI JOINT SCHOLARSHIP COMMITTEE CHAIR ONLY:

Date received: _____ Date action taken: _____

Amount awarded: _____ **OR:** Reason for denial _____

2015 NEW ENGLAND MUNICIPAL CLERK INSTITUTE & ACADEMY SCHOLARSHIP CRITERIA

1. The Executive Board shall determine, annually, the amount of scholarship monies to be allocated. Scholarships are only for those applicants who have been denied funds from their municipalities.
 2. The Joint Scholarship Committee shall consist of a committee made up of members appointed by the President of the New England Association of City & Town Clerks and the Chair of the NEMCI & Academy Board of Directors.
 3. Scholarship money from both sources shall be combined and allocated to applicants as agreed by the committee, with the exception of funds specifically earmarked and in the possession of the New England Municipal Clerks Institute & Academy Board of Directors.
 4. The NEACTC President appoints a Joint Scholarship Chairman to serve for three years.
 5. Scholarships shall be awarded to students attending the New England Municipal Clerks Institute and Academy.
 6. Scholarship awards will be limited to one person per office with the Clerk having first preference.
 7. Applicant must be a Municipal Clerk or Deputy/Assistant Clerk.
 8. The Joint Scholarship Committee will give priority to first year Institute students.
 9. An applicant must be a current member of his or her state association.
 10. An applicant must have been a member of the NEACTC for over one year.
 11. Applicant shall disclose at time of application they have applied for IIMC funds.
 12. An applicant must have requested funds from his/her municipality and include a letter of denial for such funds.
-
1. Applicants should (after denial from municipality) send this application to their state association for funding. A reason for denial or explanation must accompany this application in order to be considered.
 2. Deadline to file applications with the State Scholarship Chair is **April 10, 2015**.
 3. Joint Scholarship Chair will notify the applicant, the Treasurer of the NEACTC, and the Treasurer of the NEMCI & Academy by April 30, 2014.

Joint Scholarship Chairperson

(Joint Scholarship Chairperson refers to the person responsible for awarding scholarship funds from NEACTC and NEMCI and does not imply joint responsibility with another person. This is a three year appointment)

State Scholarship Chairpersons			State Scholarship Deadlines
CT:	Virginia (Ginger) Salisbury, 501 Main Street, Southbury, CT 06488-2295 Phone: 203-262-0657 Fax: 203-264-9762 townclerk@southbury-ct.gov		November 15th
MA:	Andrew T. Dowd, 63 Main Street, Northborough, MA 01532 Phone: 508-393-5001 Fax: 508-393-6996 adowd@town.northborough.MA.US		March 27th
NH:	Joanne Linxweiler, PO Box 309, 47 Chester Road, Auburn, NH 03032 Phone: 603-483-2281 Fax: 603-483-0518 townclerk@townofauburnnh.com		April 1st
RI:	Michelle Hardy, 137 Roosevelt Ave., Pawtucket, RI 02860 Phone: 401-728-0500 Fax: 401-728-8932 mhardy@pawtucketri.com		End of Month: March
VT:	Pattie McCoy MMC, 9 Main Street Ste 2, Poultney, VT 05764 Phone: 802-287-5761 poultneytownclerk@comcast.net		April 1st
ME:	Tammy O'Donnell, 290 Tuttle Road, Cumberland, Maine 04021 Phone: 207-829-5559 Fax: 207-829-2214 todonnell@cumberlandmaine.com		March 27th

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- Mary-Ellen Lannon Town Clerk of Winchester

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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

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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

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