



Massachusetts Town Clerks' Association

The Public Recorder

Volume 58, No. 31

MARCH 2017

Inside this issue:

Beacon Hill Report	2
Registry of Vital Records & Statistics	2
Nominating Committee Report	3
CMC's	4
North Shore City & Town Clerks' Association Workshop	5
Upcoming Conferences	5
Vendor Ads	6-9

From the President, Andrew T. Dowd

Now that the holiday season is behind us, we are back at it, working on census, dog licensing, and preparing for our local elections and town meetings.

I was pleased to receive news that the Auditors Division of Locate Mandates has determined parts of the Early Voting Law do constitute a mandate. Efforts are now underway in the legislature to secure funding for those mandated costs. Our Lobbyist and Legislative Committee will actively monitor and support those efforts.

Thank you for completing the MTCA Early Voting survey, members of the Communication Committee are following up with communities who have yet to respond. The survey data will provide valuable information to the Elections Task Force Committee and our MTCA Task Force Representative.

The Mentoring Committee will be offering training sessions on Wednesday April 12th in Franklin and Great Barrington focusing on **Town Meeting, Records Management, Zoning & Planning** the deadline to submit your payment and registration form to Barbara LaBombard is March 31st. The registration form is posted on www.masstownclerks.org These ongoing sessions have been very well received and provide a great opportunity for new Clerks and staff to obtain training and make connections with other Clerks. A big thank you to the Mentoring Committee for continuing their efforts on this great program! Going forward we'll be looking for others to volunteer and help with these sessions, please consider volunteering.

For those Clerks who have not attended the NEMCI&A Institute YET!!! We encourage you to join us at the beautiful Plymouth State University July 8th – 14th 2017



Continued on Page 4

BEACON HILL REPORT

by Thomas Joyce, Esq.

Welcome to the 190th General Court. Leadership and committee assignments were completed just a few short weeks ago. While there are no big surprises I can report to you that the top decision makers remain the same, led by Speaker Bob DeLeo in the House of Representatives and Senate President Stan Rosenberg in the Senate.

Noteworthy for our purposes, the Joint Committee on Election Laws will once again be led by Chairman John Mahoney of Worcester. The Senate Chair, Senator Anne Gobi of Spencer replaces Senator Michael Brady who moved to become the Senate Chairman of the Joint Committee on Revenue.

Nearly 6000 bills have been filed for consideration this session. Although not all of them have yet been printed, I can tell you that nearly 200 bills I have reviewed may impact MTCA members and most of those will be heard by the Election Laws Committee. This includes 4 of the 6 bills on our legislative agenda; a bill relative to naming Unenrolled voters as members to the Boards of Registered Voters filed by Representative Michlewitz of Boston; a bill relative to broadening the Designation of Polling Places, bills relative to Voter Registration Sessions and a bill changing the Designation of Registered Voters filed by Representative Nangle of Lowell.

Also, a bill filed on our behalf by Representative Michael Moran, relative to Restricted Vital Records (removing out of wedlock births) will be heard by the Joint Committee on State Administration and Regulatory Oversight. That Committee is chaired by Senator Joan Lovely of Salem and Representative Peter Kocot of Northampton. Peter coincidentally is the MTCA Legislator of the Year.

Additionally, another bill filed by Representative Nangle on our behalf has to do with the Publication of By-Laws. This bill will be heard by the Joint Committee on Municipalities and Regional Government.

While I do not expect public hearings to get underway until April, Bob Cutler and I, along with the MTCA legislative committee, will be monitoring and evaluating the public hearings and developing testimony as needed. I will keep you posted as to activity on all bills of interest.

A lot of favorable progress has been made on state funding of early voting. Auditor Bump as well as Governor Baker are poised to support state funding for early voting thereby relieving municipalities. We will be watching as this continues to develop. It is quite timely as the House and Senate Ways & Means committees hold joint hearings around the state over the next four weeks. We can expect that the House Ways & Means committee chaired by Representative Brian Dempsey of Haverhill will have its version of the 2018 fiscal budget ready for debate by the full House by mid April.

Stay tuned as things move forward in the public policy arena.

REGISTRY OF VITAL RECORDS &

Birth Certificate Gender Reassignment Amendments:

I have updated the Evidence List so that when you start this type of amendment the following two new entries will be visible on the drop down list:

APPLICANT AFFIDAVIT FOR PURPOSE OF SEX REASSIGNMENT

PHYSICIAN STATEMENT FOR PURPOSE OF SEX REASSIGNMENT

When you select each one, just put in the date that the document was signed.

Thanks,
Alex Forman

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, 2017:

President – Andrew T. Dowd, CMC, Town of Northborough, Worcester County

First Vice President – Marie Y. Ryan, CMMC, Town of Great Barrington, Berkshire County

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

Treasurer – Danielle M. Sicard, CMC, Town of Walpole, Norfolk County
(Term of Office July 1, 2016 – June 30, 2017 – Second of possible five years)

Secretary – Elizabeth Greendale, CMC/CMMC, Town of Holliston, Middlesex County
(Term of Office July 1, 2016 – June 30, 2017 – Second 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
Essex, Franklin, and Norfolk Counties.

If you are interested in serving as an officer or on the MTCA Executive Board, please submit a letter of interest by March 15, 2017 to the Nominating Committee.

Thank you,

Tedi Eaton, Needham, Chairman
Nancy Blackmer, Orange
Margaret Bonderenko, Mendon
Lynn Sibley, Whately
Kaari Mai Tari, Westford
Marie Y. Ryan, Great Barrington
MTCA 2016/17 Nominating Committee

Certified Municipal Clerks

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

Laura Gemme, CMC - Town Clerk - Town of Reading, MA

Linda B. Zywiec, CMC - Assistant Town Clerk - Town of Northbridge, 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



President's Report continued from Page 1

The NEMCI&A Institute is the perfect place for new and seasoned clerks to start their journey in enhancing your skills and knowledge. The Institute is an intensive program of continuing professional education. In the first year it is an introductory course in public administration with lectures on the topics of communication skills, decision making, management theory, inter-governmental relations, government procedures, media relations and written communication. You will experience practical nuts and bolts lessons in general and theoretical courses. In the second year it is an intermediate level course with continuing lectures on the skills of professional administration, management, decision-making, written communication, public speaking, parliamentary procedure, interpersonal communication, etc. In the third year, it is the final year of the Institute and allows clerks to complete the educational requirements for CMC certification. However, if you already have your CMC you can apply the education points towards your MMC. It continues the emphasis on public relations, decision making, personal development, management and professionalism. It is topped off with a banquet and graduation at

which time the clerks who have successfully completed the three-year program receive their certificates. While enhancing your professional and personal development, you will have fun in the process and will build a network of fellow clerks from all over New England. These relationships are rewarding, life changing, and team building. The experience is empowering and something you can do for yourself as well as your community. We encourage you to attend and support these great programs we have put together. Scholarships available are IIMC, your individual states, and local clerk organizations. Visit the website at www.nemcia.org for more information. Don't wait since time is of the essence. You won't regret it!

The MTCA/MCCA Spring Conference will be held in Plymouth at the Hotel 1620 June 14th – 16th, registration information will be out earlier than ever, so check your e-mail and the MTCA website.

Andy –

Andrew T. Dowd,
MTCA President 2015-2017

North Shore City and Town Clerks' Association Public Records workshop with Attorney Angela Puccini of the Secretary of State's office



**UPCOMING
MTCA CONFERENCES**

MTCA SUMMER CONFERENCE	JUNE 14 - 16, 2017	RADISSON HOTEL	PLYMOUTH, MA
NEMCIA	JULY 8 - 14, 2017	PLYMOUTH STATE UNIVERSITY	PLYMOUTH, NH
MTCA FALL CONFERENCE	SEPTEMBER 20 - 22, 2017	SHERATON SPRING- FIELD MONARCH HOTEL	SPRINGFIELD, MA
NEACTC ANNUAL CONFERENCE	NOVEMBER 15 - 17, 2017	TRUMBELL MARRIOTT MERRITT PARKWAY	TRUMBULL, CT

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

- ❖ Town Meeting Warrants
- ❖ Street Directories
- ❖ Code of By-Laws
- ❖ Town & City Manuals
- ❖ Applications & Reports
- ❖ Annual Reports
- ✓ Exceptional Quality
- ✓ Exceptional Service
- ✓ Friendly Professionals
- ✓ SDO Certified WBA
- ✓ Family Owned
- ❖ 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

Marie Y. Ryan, CMC/CMMC, Great Barrington

Second Vice-President

Nancy J. Talbot, CMC/CMMC, Ware

Secretary

Elizabeth Greendale, CMC/CMMC, Holliston

Treasurer

Danielle Sicard, Easton, MMC/CMMC

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