



Massachusetts Town Clerks' Association

The Public Recorder

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From the President, Nancy M. Blackmer

I think Spring may finally be here. The snow is melting and the temperatures are warmer. It is time to start planning to attend our conference in June. The conference will be held at Sea Crest Beach Hotel beginning on June 10 and ending on June 12. If your town will not cover the cost for you to attend the conference, be sure to apply for a scholarship. Scholarships are available for members of the Association and will cover the cost of the meals and hotel. The application and information is in this issue of The Recorder or on the MTCA website.

Conferences are a great place to meet other clerks and discuss how things are done in their offices. I have picked up a lot of tips to make the job easier while sitting around the table at meal time. Learning happens during the classes but also while talking at meals or in the evening. If you are a new clerk, I urge you to attend some of the conferences. The various laws are always changing and attending the conferences helps to keep you up to date on these changes. Be sure to check out our vendors, they help support our conferences. This is also a good place to find out the latest products available. Maybe you cannot afford to purchase the items right now, but it will help you plan for the future, giving you an idea of what you might want to include in a future budget request.

The committee raising money for the 2016 New England Conference needs our support – bringing a basket for the raffle and purchasing tickets for the raffle are two

ways you can support this. For those who are new, the New England Conference is held, usually in November, in a different state each year. The costs for hosting this conference every six years are substantial so the committee works hard to raise as much as they can to support this. Fund raising helps to keep the cost to those attending lower. The basket raffle is held at each conference so if you could donate something, it certainly would be appreciated. Start planning now and put together a basket to bring to Sea Crest. If you are not attending Sea Crest, plan to bring something to Springfield in the fall. The committee also holds a 50-50 raffle so remember to bring some money to purchase tickets for that as well – who knows, you could go home with a pocket full of cash. At our winter conference, the winner did not claim their prize and the funds were donated to the family of Karen Mchugh, the former assistant Town Clerk in Seekonk.

I am working on putting together the list of appointments to be approved by the E-Board in June. If you would like to serve on a committee, please let me know what committee you would like to serve. The list of the various committees and the members currently serving, along with the dates the terms expire are available on the MTCA website www.masstownclerks.org. If you have any questions, please contact me at townclerk@townoforange.org.

BEACON HILL REPORT by Thomas Joyce, Esq.

I am pleased to report that this week the Senate has referred nearly 2000 bills to the appropriate joint legislative committees for consideration. The Senate Clerk's Office had been holding the bills until a resolution of the increasingly public joint rules dispute between the Senate and House was resolved. While the six-member conference committee has not yet resolved their differences, on Wednesday the Senate adopted an order to begin the process of setting up separate Senate subject matter committees.

As I have reported earlier, the Senate, outnumbered 11 to 6 in the joint committees, wants Senate members of the joint committees to be able to report Senate bills into the Senate regardless of House member approval. The House responds that 160 members are more representative of the people of the Commonwealth and that is the primary reason why joint committees were set up this way centuries ago.

As a factual matter, it will take time for the Senate to investigate and adopt best practices in establishing its own separate subject matter committees. Therefore, I suspect the current joint committee process will stay in place until the 190th General Court, which begins in January 2017. That is unless a rules agreement emerges before then.

Moving on, our bills, along with well over 100 other bills are now before the joint committee on Election Laws for consideration. That committee has a number of subjects before it including Election Day registration.

As we are all aware it is budget season on Beacon Hill. Governor Baker filed his budget, House 1 on March 5th and after numerous public hearings House Ways & Means filed its budget recommendation this week. House Bill 3400 will be debated the week of April 27th. One item of interest is the creation of a Secure Vital Records Trust Fund, which having been proposed many times in past years, was proposed by Governor Baker this year and has been included in the House Ways & Means proposal. At the direction of the MTCA legislative committee I am working with House leadership to remove, or in the alternative,

modify that section.

Also of interest, after much criticism of Governor Baker's proposed elections funding level by Secretary Galvin, House Ways & Means has proposed a dramatic increase.

I will keep you informed as things progress relative to upcoming public hearings and the 2016 fiscal budget. I hope you are all enjoying this beautiful spring after the tough winter.

Calling all Clerks...

WE NEED YOU!!!



to provide a basket for the Summer Conference at the Seacrest Resort in Falmouth!!!!

Report of the MTCA 2015 Nominating Committee

The MTCA Nominating Committee has voted to present to the Massachusetts Town Clerks' Association the following Slate of Officers at the June, 2015 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 – Andrew T. Dowd, CMC/CMMC, Town of Northborough, Worcester County

First Vice President – Jeremy Gillis, MMC/CMC, Town of Easton, Bristol County

Second Vice President – Marie Y. Ryan, CMC/CMMC, Town of Great Barrington, Berkshire 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 – Danielle M. Sicard, CMC, Town of Norton, Bristol County
(Term of Office July 1, 2015 – June 30, 2016 – first of possible five years)

Three members for the E-Board

Elizabeth T. Greendale, Town of Holliston, Middlesex County

Term of Office: July 1, 2015 – June 30, 2018

Deborah F. Dami, MMC/CMMC, Town of Mashpee, Barnstable County

Term of Office: July 1, 2015 – June 30, 2018

Nancy J. Talbot, CMC/CMMC, Town of Ware, Hampshire County

Term of Office: July 1, 2015 – June 30, 2018

Respectfully Submitted:

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

Margaret R. Bonderenko, CMC/CMMC, Mendon

Wendy M. Houle, MMC/CMMC, Sunderland

Lynn M. Sibley, MMC/CMMC, Whately

Kaari Mai Tari, CMMC, Westford

Andrew T. Dowd, 1st VP, Northborough

MTCA 2015 Nominating Committee



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



NEMCI&A - UPDATES!!

NEMCI&A will be here before you know it! The Board of Directors and professors are busily preparing for another great summer at Plymouth State University (July 11 – 17th).

For those of you who have not attended the Institute – 2015 would be a great year to begin your three-year journey toward graduation. And, it will enable you to make a huge step toward attaining your CMC. You will explore a variety of classes including but not limited to law; speech, writing, personnel issues, etc.

Academy students – this is a year of change for you. As you may or may not have recognized, we hold Academy level programs for a number of years. Then, in order to keep your interest fresh, we bring in a new class. This year we are offering Academy A-Advanced Ethics-Public Speaking-Athenian; Academy B-Technology 2 Part Course begins with 2 days

developing spreadsheets followed by 2 days of developing a database; and Academy C-Meeting Administration.

We are so pleased to be able to offer the Sunday Athenian Leadership Dialogue this year.

Please check out our website at www.nemcia.org for all the classes we are offering this year. We can promise you the courses will be informative, helpful and give you a more confident outlook when it comes to meetings.

We hope this has perked up your interest in attending. Don't sit home another summer – join clerks from all over New England for an experience you won't forget.

Ann Quirk
NEMCI&A Chair

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 30th** for the July exam, which will be mailed between July 16th and 23rd.

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 25th 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 15th. 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 or call 413-529-1460.



46th Annual Municipal Clerks Week May 3 - 9, 2015

FACT SHEET

Sponsored by the International Institute of Municipal Clerks
Professionalism In Local Government Through Education

PURPOSE

To recognize the vital and appreciated services performed by Municipal and Deputy Clerks in serving the changing needs of their communities.

HISTORY

Municipal Clerks Week was initiated in 1969 by IIMC and is endorsed by all of its members throughout the United States, Canada and 15 other countries. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government.

TYPICAL RESPONSIBILITIES OF THE MUNICIPAL AND DEPUTY CLERK:

- ◆ Maintains the official council minutes, ordinance books and all records and documents.
- ◆ Indexes all official actions of council.
- ◆ Issues licenses and permits.
- ◆ Processes contracts and agreements.
- ◆ Keepers of community history and vital records.
- ◆ Receives, distributes and files correspondence from citizens and other governmental agencies.
- ◆ Administers elections, registration and voting.
- ◆ Acts as a key liaison between local government and its citizens.
- ◆ Handles significant financial responsibilities including preparation of tax rolls, special assessments and budgets.
- ◆ Provides central services such as personnel, purchasing, etc.

For further information and promotional materials, please go to www.iimc.com.

MASSACHUSETTS TOWN CLERKS' ASSOCIATION OFFERS CONFERENCE SCHOLARSHIPS!

By Andy Dowd

In August 2008 the MTCA Executive Board voted to create scholarship funding for the MTCA conferences for municipal clerks who may have trouble obtaining financing from their communities to attend the MTCA conferences. **This is completely separate from the NEMCI & A scholarships!**

The Massachusetts Town Clerk's Association holds three conferences annually in three different locations across the state in order to make attendance as easy as possible for the greatest number of municipal clerks in an effort to provide guidance and education to our membership. The MTCA Mission is **"The MTCA shall be dedicated to the purposes of increasing the proficiency of Town Clerks and other local government officials, of strengthening the quality of local government through professionalism, and of promoting recognition of the importance of the office of the Town Clerk."**

The application and criteria are printed below and will be available prior to each conference. If you can meet the criteria and hope to attend the Winter Conference in February, please fill out the application and send it to **the MTCA Scholarship Chair Andrew T. Dowd, 1st Vice President, MTCA, 63 Main St., Northborough, MA 01532 by May 8, 2015.**

MASSACHUSETTS CONFERENCE 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. It shall be the Scholarship Committee chaired by the 1st Vice President that shall award the scholarships.
3. Scholarship awards will be limited to one person per office with the Clerk having first preference.
4. Applicant must be a Town Clerk or Assistant Town Clerk.
5. An applicant must be a member of the MTCA.
6. An applicant must have requested funds from his/her municipality and include a letter of denial for such funds.
7. The deadline for filing an application with the 1ST Vice President shall be 30 days prior to conference.
8. Applicants within a 50 mile radius - scholarship may consist of registration fee, lunch, and banquet. Applicants outside a 50 mile radius - scholarship may consist of registration, meals and hotel accommodations if requested.
9. Applicants are encouraged to find a roommate prior to applying for a scholarship. Applicants requesting a single room rate may be required to show justification
10. Preference will be given to first time applicants.
11. MTCA Scholarship application and information provided is confidential.

MASSACHUSETTS TOWN CLERKS ASSOCIATION

~ SCHOLARSHIP APPLICATION FOR MTCA CONFERENCES ~

	<u>YES</u>	<u>NO</u>
1. I am a Town Clerk or an Assistant Town 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 the Massachusetts Town Clerks' Association.	_____	_____
5. I have paid my annual dues to the Massachusetts Town Clerks' Association and have been a member for at least one year prior to the date of this application.	_____	_____
6. Have you been awarded a scholarship in the past? If so, when? _____	_____	_____

If you have answered **YES** to questions 1-5, 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. All applications must be received 30-days prior to the MTCA Conference.

Please note:

If you live within a 50-mile radius of the conference site, scholarship funding is limited to conference registration, lunch, and banquet.

If you live outside a 50-mile radius from the conference site, scholarship funding may include registration, meals and hotel accommodations.

NAME _____ ADDRESS _____

TOWN/STATE/ZIP _____

JOB TITLE/TOWN _____ PHONE _____

E-MAIL ADDRESS _____

Amount Requested – Registration \$ _____ Meals \$ _____ Hotel \$ _____

TOTAL AMOUNT REQUESTED \$ _____ My Municipality will pay \$ _____

Return this application, letter of denial and any necessary letter of explanation to the MTCA Scholarship Chair: Andrew T. Dowd, 63 Main St., Northborough, MA 01532 or e-mail adowd@town.northborough.ma.us or fax 508-393-6996 before May 8, 2015.

FOR USE BY MTCA CONFERENCE SCHOLARSHIP COMMITTEE ONLY:

Date received: _____ Date action taken: _____

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

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- Mary-Ellen Lannon Town Clerk of Winchester

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584 Main Street
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First Vice-President

Andrew T. Dowd, CMC/CMMC, Northborough

Second Vice-President

Jeremy P. Gillis, MMC/CMMC, Easton

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Editor

Nancy E. Burnham, CMMC, Athol

The Public Recorder

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