



Massachusetts Town Clerks' Association

The Public Recorder

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From the President, Andrew T. Dowd

Happy Spring!

Last week I testified before the Public Records Bill Conference Committee. As most of you know, the House and the Senate passed different versions of the bill. The conference committee is now charged with facilitating a compromise of the two versions.

During my testimony I stressed the importance of continuing to allow municipalities to recover some costs associated with compliance, especially for large overly burdensome requests. We also discussed the need for statewide standards and training, if we are all handling requests the same way, it's better for all involved. Representatives from the MMA and the MMLA also testified before the committee, we share many of the same concerns and they provided some valuable input. As we await the final version of the bill that will eventually become law, it is important to remain realistic. There will be parts of the final bill that we may not like but I know we will make it work!

I attended the Massachusetts Genealogy Council conference in Marlboro last weekend. They attended our conference last fall and would like to continue developing a better relationship with Clerks. I was pleased to hear that they give their members specific instructions

on how to contact our offices when conducting research. Emphasis was placed on calling/e-mailing ahead and to be as specific as possible with the request. They understand that we can't just drop everything we're doing and assist them with a research project. Like many things, communication is key. The MGC looks forward to working with us for years to come. For those of you interested in genealogy, they are a great group, full of information and a variety of resources: www.massgencouncil.org

The MTCA executive board and the education committee both met recently to finalize plans for our June conference. I expect to have the brochure out very soon, giving you plenty of time for registration and course selection. Remember mark your calendars, the conference is , June 15th – 17th at the Hotel 1620 in Plymouth www.hotel1620.com

Andrew T. Dowd,
MTCA President 2015-2017

BEACON HILL REPORT

by Thomas Joyce, Esq.

Leaders of the House of Representatives announced the release of its proposed Fiscal 2017 budget yesterday afternoon. The proposal totals \$39.48 billion, about \$76 million less than the Governor's total. Interestingly, the House Bill, authored by the House Ways & Means Committee, led by Chairman Brian Dempsey, and to the delight of towns and cities, increases local aid by \$159 million over last year.

Upon a thorough review of the lengthy document last evening and this morning I have concluded there is nothing in the House budget proposal harmful to our interests. In fact, the long sought pesky vital records surcharge language is nowhere to be found.

While the House spending bill was being released, MTCA President Andy Dowd and I attended a conference committee meeting on expanding public records access. We were invited by the Chairs of the Committee on Public Records Reform to listen and offer comments and suggestions on what was important to Town Clerks and how they should best resolve the differences between the two bills, House Bill 3858 and Senate Bill 2127. The significance of this is that this is the first time I have seen an open conference committee meeting in over three decades. Usually the first order of business is to vote the meetings closed to the public. This action demonstrates a desire for transparency as well as an acknowledgement that your experienced opinions do matter. To that end, President Dowd did a splendid job testifying and answering numerous questions from the Committee. We should all be proud of the way he represented the Association in his usual inclusive yet firm, but low key and non-confrontational manner. He was very well received. Well done, Mr. President.

As I reported last month the House and Senate Clerks were inundated with thousands of bills reported out of the numerous Joint Committees. While they have not yet processed all of them you should be aware that the House Clerk processed House Bill 3937, Representative Kaufman's bill

mandating a system be established providing for automatic voter registration. I am pleased to report that the bill was sent to the House Committee on Ways & Means for further analysis.

Coincidentally, the Joint Committee on Election Laws heard a late-filed automatic voter registration bill yesterday. To be certain, we will be watching those bills very carefully.

Additionally, I will be following the House Budget proposal debate in the House in 10 days to assure that no harmful amendments are attached. You can be sure that hundreds of amendments will be filed by House members and considered by the body.

I hope all of you are able to enjoy the lovely spring weather that seems to finally have arrived!



UPCOMING MTCA CONFERENCES

MTCA SUMMER CONFERENCE

JUNE 15-17, 2016

RADISSON HOTEL
PLYMOUTH, MA

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

OFFICE OF CAMPAIGN & POLITICAL FINANCE

Part-time public employees are prohibited from soliciting or receiving campaign contributions

The fundraising ban on appointed public employees prohibits them from soliciting or receiving money for any political purpose.

Firefighters, teachers and police officers are obviously subject to this rule, but we get a lot of questions about whether part-time employees are also banned from fundraising. In most cases, part-timers are restricted, too.

For example, a person who works only one day a week in town hall and is paid a wage cannot solicit or receive campaign contributions, even on his or her own time.

The fundraising prohibition also includes non-elected town or city board members who receive stipends, even if the person refuses the stipend. Elected officials can solicit or receive, even if they are paid.

If you're unsure whether someone qualifies as a public employee under the campaign finance law, please call our office at 617-979-8300.

Please feel free to share OCPF's [public employee tutorial](#) with your municipal co-workers.



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 cityclerk@easthampton.org or call 413-529-1460.

CERTIFIED MUNICIPAL CLERK

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

Nicole Crispo, CMC - Assistant City Clerk - City of Quincy, 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



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, 2016:

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

First Vice President – Jeremy Gillis, MMC/
CMMC, 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 – Fifth
of possible five years)

Secretary – Danielle M. Sicard, MMC/
CMMC, Town of Walpole, Norfolk County
(Term of Office July 1, 2015 – June 30, 2016 –
First 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 Worcester, Hampden, and Plymouth Counties.

If you are interested in serving as an officer or on the MTCA Executive Board, please submit a letter of interest by April 15, 2016 to the Nominating Committee.

Thank you,

Tedi Eaton, Needham, Chairman
Nancy Blackmer, Orange
Margaret Bonderenko, Mendon
Lynn Sibley, Whately
Kaari Mai Tari, Westford
Jeremy Gillis, Easton
MTCA 2016 Nominating Committee

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—Mary-Ellen Lannon, Town Clerk of Winchester

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—Joyce Bradshaw, Town Clerk of North Andover

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Newsletter of the MTCA

584 Main Street
Athol MA 01331



Massachusetts Town Clerks Association

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First Vice-President

Jeremy P. Gillis, MMC/CMMC, Easton

Second Vice-President

Marie Y. Ryan, CMC/CMMC, Great Barrington

Secretary

Danielle Sicard, Norton MMC/CMMC

Treasurer

Robert E. Cutler, Jr., CMC/CMMC, Foxborough

Editor

Nancy E. Burnham, CMC/CMMC, Athol

The Public Recorder

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Phone: 978-249-4551

Email: townclerk@townofathol.org

Website: www.masstownclerks.org