



Massachusetts Town Clerks' Association

The Public Recorder

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AUGUST 2013

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From the President, Nancy M. Blackmer

Summer is almost over and we are preparing for our upcoming conference at Jiminy Peak. The conference dates are October 2-4, 2014. Watch for the brochure with all the information. Our Education Committee has been hard at work planning interesting and informative classes for us. If you have any suggestions for classes at our conferences, please contact a member of the Education Committee. Members of the Committee are Jackie Brown, Onorina Maloney, Rosemary Harvell, Deb Pellegrini, Marie Ryan, and Jeremy Gillis. When you see them, please be sure to thank them for all their hard work.

Speaking of conferences – if you want to attend a MTCA conference and your town will not fund the cost, be sure to apply for a scholarship. Scholarships are awarded to cover the cost of registration as well as the hotel and meal cost. Complete the scholarship application and send it with a letter from your Town Manager/Administrator, or Finance Director/Committee, saying the town will not fund your attendance. Send everything to 1st Vice President Andy Dowd in Northborough and the Scholarship Committee will review the applications. Your dues and the calls you make to the Associated Press help to fund these scholarships.

For those of you working on applying for your Certified Massachusetts Municipal Clerk (CMMC), Certified Municipal Clerk (CMC), or Master Municipal Clerk (MMC), you will need to send proof of attendance at our conferences. Katherine

Ingram from Longmeadow is the person you need to contact for the list of classes you have attended at our MTCA conferences. When you attend a conference, be sure to sign the attendance sheets so that you receive credit for attending the classes.

We have several new Clerks – welcome to all of you. We are here to help you, just give any of us a call. If you wish to receive the “Yahoo Group” emails, contact Naida Parker at rochestertownclerk@yahoo.com to become a member.

We have a lot of members that volunteer to make our Association great – I want to thank each and every one of you that are members of the various committees. Without you, we would not have this great association. To those of you that cannot serve on the committees, thank you for supporting those that do.

The Dept. of Vital Records and Statistics has scheduled two webinars about the VIP Death Module. One is for Clerks who are Burial Agents and is on August 27, the other is for Clerks who are not Burial Agents and is on August 26. Contact Danielle Norton at VIP if you have questions about the webinar or to sign up for either of these webinars. Danielle can be reached at 617-894-7998 or danielle.norton@state.ma.us.

BEACON HILL REPORT

by Thomas Joyce, Esq.

The political intrigue that dominated Beacon Hill just a few short weeks ago has turned into the lazy days of summer here at the Statehouse. After swiftly and decisively overriding tens of Governor Patrick's vetoes, the legislature will meet twice weekly in informal sessions until well after Labor Day.

This week a quiet on going tug of war in the Senate to determine who may succeed Senator Terry Murray as the chambers next leader came to a close. The competition between Senator Steve Brewer from Barre and Senator Stan Rosenberg from Amherst ended when the latter publicly announced he had secured enough pledges from members to succeed Murray when she steps aside. Rosenberg has about 26 commitments from the Senate's 36 democrats. The total number of republicans in the upper chamber now totals three as ever-popular Senator Mike Knapik resigned today. He will go to work close to home at Westfield State University.

While most legislators are taking advantage of the down time, the Joint Committee on Election Laws continues to review the vast number of bills in committee, as the various advocacy groups continue to press for their versions of election reform. Not sur-

prisingly the MTCA is now often touted by these groups, as being the major obstacle to the passage of a bill to include random audits, early and unfettered absentee voting, and seventeen year old voter registration to name but a few.

On a very positive note municipalities should soon be in receipt of funds representing reimbursement for the special U.S. Senate election. Joe Powers and I have been working with the offices of the state Auditor, Secretary of State and Department of Revenue in an attempt to make this process as seamless as possible.

Lastly, I would like to thank Nancy Blackmer for her warm welcome at the regional meeting of Western Massachusetts Clerks I attended in Northampton. I was impressed to see the variety of speakers invited, from the Attorney General's Office to the Office of Campaign and Political Finance. It is important for the MTCA to stay informed and aware of the ever-changing policies and regulations facing their offices. This was another wonderful opportunity for the MTCA members to hear from and have the ability to ask questions of officials that impact the services and guidance provided by their offices.

MTCA CONFERENCES

2013	2014
<i>MTCA FALL CONFERENCE</i> Jiminy Peak Mountain Resort Hancock, MA October 2 - 4, 2013	<i>MTCA CONFERENCE</i> Sturbridge Host Hotel Sturbridge, MA February 5 - 7, 2014
<i>NEACTC CONFERENCE</i> Holiday Inn by the Bay Portland, Maine November 13 - 15, 2013	<i>MTCA SUMMER CONFERENCE</i> Sea Crest Beach Resort (Tentative) N. Falmouth, MA June 11 - 13, 2014

OFFICE OF CAMPAIGN & POLITICAL FINANCE

Where to find forms and guides on OCPF's new website

Many clerks have called recently about where to find information on our new website.

Most city and town clerks are looking for two things: forms and guides. Every form or guide you'll need can be found at this link, [OCPF Publications](#).

The top requests for forms are for the standard CPF M102 campaign finance report, [available here](#), and the CPF M101 organizational form, [available here](#).

The top request for guides is the Municipal Candi

dates booklet, [available here](#). We've also recently

published a special guide for Local Election Officials, [available here](#). This guide is designed to introduce city or town clerks to the campaign finance law and OCPF's regulations.

If you are looking for anything else, please call at 617-979-8300 and we will help you find it. The OCPF website address is www.ocpf.us.



THANK YOU From Linda Hutchenrider

Words cannot adequately express my delight and thanks at seeing so many Town Clerks at my retirement party in June! It was fantastic! I thank each and every one of you for coming, and I thank those of you who could not make it but took the time to send a card or money towards the gift, and those who said good luck.



The part of retirement that will bother me the most is not seeing you. I have enjoyed being a part of MTCA as a member, a board member, an officer, and a trainer...every year and every conference was special

to me because of the people – because of you. I will miss you and hope to see you on occasion....but for now thank you. And yes, there is life after Town Hall.

Linda Hutchenrider/Former Town Clerk of Barnstable



MASTER MUNICIPAL CLERK

I am pleased to inform you that as of today, the following individual has earned the prestigious Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks (IIMC):

Lynn Sibley, MMC - Town Clerk - Town of Whately, 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.

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,

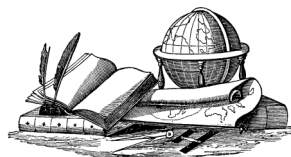
Ashley Carroll
MMC Verification Specialist
ashley@iimc.com



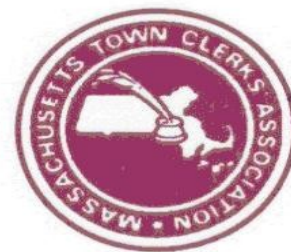
Need to know what MTCA classes you have taken?

Contact Database Coordinator:

Katherine Ingram
Town Clerk
20 Williams Street
Longmeadow MA 01106
413-565-4103
kingram@longmeadow.org



Massachusetts Town Clerks' Association
Robert E. Cutler, Jr., Treasurer
40 South Street, Foxborough, MA 02035
Phone: (508) 543-1208
Fax: (508) 543-6278
E-mail: bcutler@town.foxborough.ma.us



FY 2014 DUES INVOICE

Clerk Name _____ CMC ☐ MMC ☐ CMMC ☐

Town/City _____

Mailing Address _____

E-Mail Address _____

Current Population _____ Yr. 1st Became Town/City Clerk _____ Elected ☐
 Appointed ☐
 Retired ☐

☐ Future issues of the Public Recorder are electronic; if you do not have high speed internet access in your office and you require a hard copy, please check this box

Dues are payable on or before August 31, 2013

Please make checks payable to: **Massachusetts Town Clerks' Association, Inc.**
 Complete and return form with check to:

Robert E. Cutler, Jr., MTCA Treasurer
40 South Street
Foxborough, MA 02035

FY 2014 ANNUAL Dues (includes subscription to Public Recorder)

ACTIVE MEMBER (Town Clerks only):

- ☐ **\$15.00** – Town pop. of less than 1,000
- ☐ **\$35.00** – Town pop. from 1,001 to 5,000
- ☐ **\$75.00** – Town pop. from 5,001 to 10,000
- ☐ **\$100.00** – Town pop. from 10,001 to 25,000
- ☐ **\$150.00** – Town pop. in excess of 25,000

Other:

- ☐ Affiliate Member (City Clerk) **\$100.00**
- ☐ Retired Member..... **\$10.00**
- ☐ Honorary Member **NO FEE**

FID No. 04-2679921

Amount Enclosed : \$ _____

ENVIRONMENTAL MONITORING PROGRAM

Since 1996 the MBLC has been administering an environmental monitoring program for cultural institutions (see below for a description of the program). Periodically, I announce that there are spaces available on the waiting list that currently begins in February 2014. If you are an institution that would like to learn more about your internal environment (especially temperature and relative humidity) and how those conditions are affecting your collections, this program is for you. If your institution has already participated and you are now in a new building or have implemented some of the recommendations from a previous report, now might be the time to be re-monitored.

If you are interested, please email me with the following information:

Name, Institution, Address, City and Zip Code

Telephone #, Fax #, Email Address

I will put you on the waiting list and inform you of your monitoring period. Do not hesitate to participate.

Gregor Trinkaus-Randall, M.A.L.S., C.A., FSA Scot, FSAA

Preservation Specialist

Immediate Past-President and Fellow of the Society of American Archivists

Massachusetts Board of Library Commissioners

98 North Washington Street, Suite 401

Boston, MA 02114-1933

(617) 725-1860 x 236

(800) 952-7403 x 236 (in-state)

gregor.trinkaus-randall@state.ma.us

The Massachusetts Board of Library Commissioners is running an environmental monitoring program for multi-type libraries, archives, historical societies, museums, and records custodians in Massachusetts. With

the help of L.S.C.A. Title III funds, the MBLC purchased seventy digital dataloggers to take temperature and relative humidity (RH) readings over a five-month period in up to fifteen (15) libraries at a time. Generally, three dataloggers are installed in each participating library to record changing environmental conditions through at least one seasonal change when most HVAC systems have particular difficulty maintaining proper environmental conditions. One datalogger is installed in the Local History/Special Collections Room, one is placed in the General Stacks, and one is located outside to record external temperature and RH conditions. The dataloggers are installed for a five-month period that will permit the libraries to see graphically the effects the outside environment has on that inside the library and how far the library's environment fluctuates from recommended preservation levels.

At the beginning of this five-month period, the Preservation Specialist takes a number of environmental readings (temperature, relative humidity, light, and ultraviolet radiation) at each location as the dataloggers are installed and makes general recommendations to the libraries on how to ameliorate their environmental conditions for the optimum long-term preservation and storage of their holdings. A similar set of readings are taken at the end of the five months to give the staff immediate feedback on the current conditions. The dataloggers are then retrieved from the libraries, the data downloaded into a computer, and graphs generated. Each library receives a copy of the graphs from its dataloggers with an analysis of the findings, information from Climate Notebook software that permits the staff to view graphically the impact that current environmental conditions are having on the life of the materials, and recommendations for improvement of the environment based on the data. The dataloggers are then available for installation into another set of libraries.

Librarians, archivists, historical societies and museum personnel, and records custodians interested in participating in this program should contact Gregor Trinkaus-Randall at the MBLC at (617) 725-1860 x 236, (800) 952-7403 x 236 or e-mail gregor.trinkaus-randall@state.ma.us for further information.

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- Mary-Ellen Lannon Town Clerk of Winchester

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