



## Massachusetts Town Clerks' Association

# The Public Recorder

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AUGUST 2014

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### From the President, Nancy M. Blackmer

Congratulations to all the clerks that graduated recently from NEMCI. It is not an easy task, but the experience is well worth it. Congratulations and good luck to the first and second year students. Keep up the good work and you will graduate before you know it. For any Clerks that have never attended NEMCI&A, it is worth the effort. If your town will not support your attendance, there is scholarship money available, so please consider attending this. If you are unsure about attending, talk to someone who has attended and see what you are missing. It is a lot of hard work, but the friends you make and the experiences you have will last a lifetime.

Plans are underway for the Fall Conference. We will be at the Sheraton Springfield Monarch Place Hotel on October 1, 2, and 3. We are also looking at a new location for the Winter Conference, stay tuned for more details.

Our conferences are a great place to learn as well as meet your fellow clerks. Not only do you learn while in the classes, but you also learn while talking with other clerks during breaks, meals, and in the evening. Many times while talking with other clerks you will learn a different way to do something – I know I have picked up many tips during these conversations. If you cannot attend all three conferences, I encourage every Clerk to attend at least one conference every year. I know some towns do not support education, but again, we have scholarships available for those who do not have the funds to attend. If you are work-

ing to earn enough points for your CMC, MMC, or CMMC, these classes count towards your requirements.

I hope everyone was able to relax a little over the last couple months. We are all now busy preparing for the Primary on September 9, and then the Election on November 4. If you are a new clerk and are unsure what you are doing for the election, please call a neighboring clerk, the Elections Division, or Harry Petrucci (from Elections). Harry is always willing to come to your community and hold training for you and your election workers. Experienced clerks can also contact Harry and set up training for their election workers as well.

If you are a new clerk or have someone new in your office that needs access to the MTCA website of Yahoo group, contact Amy Warfield in Burlington ([awarfield@burlington.org](mailto:awarfield@burlington.org)) and she will help get you set up. Amy is our Webmaster and is very helpful. Remember to check out our website ([www.masstownclerks.org](http://www.masstownclerks.org)), there is lots of helpful information there – conference brochures, past conference handouts, job opportunities, etc. If you have information you would like posted on the website, contact Amy Warfield and she will get the information on the site.

Enjoy the rest of the summer and good luck with the two elections.

## **BEACON HILL REPORT**

### **by Thomas Joyce, Esq.**

I am pleased to report that formal session for the 2013-2014 biennial legislative session concluded at 1:35 AM on Friday, August 1<sup>st</sup>. While a flurry of bills was sent to the Governor before the session ended, importantly none adversely affected the MTCA.

Although the Governor's folks were working feverishly to get scores of so called legacy bills enacted covering a broad array of subjects, we were successful in stopping a bill which would have permitted the executive branch to set a fee of \$25.00 or more for vital records to be collected by Clerks and directing any amount in excess of \$20.00 to be delivered to the Commonwealth. By way of reference you may recall that we were successful in defeating a similar bill last year shortly after I first came on board.

On another related note your Legislative Committee, chaired by Bob Cutler, met on July 22nd along with Vice President Andy Dowd, Second Vice President Jeremy Gillis, committee Vice Chair Diane Packer, other committee members and myself to discuss the vital records issue and begin the process of developing a legislative agenda for next year.

Please note, as we ponder bills to introduce in January, we are following a session where four of our six bills became law. To be certain a tremendous achievement, perhaps even unprecedented! Also, not to be overlooked, new joint legislative committees at the State House will be appointed in late January. At the very least we can expect new Chairs of the Election Laws Committee as Senator Finegold is seeking state-wide office and Representative Murphy, after a hugely successful term at the helm may be appointed to oversee new challenges by the Speaker.

After legislative elections this fall we can probably expect to see at least 25 new legislators next year. Also expect newly elected Senate President Stan Rosenberg from Amherst to begin his reign leading the Senate. Additionally, we shall see many leadership changes in the beginning of the new year.

As we enjoy the remainder of the summer I would be remiss if I did not thank you and particularly the MTCA Legislative Committee for all the support and hard work. I look forward to working with Chairman Cutler and the entire committee next session.

### **MTCA CONFERENCES**

#### **MTCA FALL CONFERENCE**

*October 1 - 3, 2014*



**Sheraton  
Springfield**

MONARCH PLACE  
HOTEL

#### **MTCA WINTER CONFERENCE**

*Devens Comon Center, Devens MA*

*February 4 - 6, 2015*

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COMMON  
CENTER**

## CERTIFIED MUNICIPAL CLERKS

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

**Wendy Chapman, CMC - Assistant Town Clerk - Town of Bourne, MA.**

**Alex Geourntas, CMC - Assistant City Clerk - City of Boston, MA.**

**Joseph P. Shea, CMC - 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](http://www.iimc.com) or contact us at [hq@iimc.com](mailto:hq@iimc.com) or 909-944-4162.

Sincerely,

Chris Shalby  
Executive Director



### NEACTC CONFERENCE

New Hampshire welcomes you to join them November 19-21, 2014 where the sea meets the land in historic Portsmouth, NH.

The 2014 New England Association of City & Town Clerks annual conference will be held at the beautiful Sheraton Harborside Hotel in the heart of Portsmouth where you can walk to quaint shops, restaurants, historic sites and many other attractions the city has to offer.

For more information and registration forms go to [www.newenglandclerks.org](http://www.newenglandclerks.org).





## NEW ENGLAND MUNICIPAL CLERKS INSTITUTE & ACADEMY

The New England Municipal Clerks Institute & Academy was held July 12th - July 18th at Plymouth State University in Plymouth, NH. This year marked the 40th anniversary for NEMCI & A.

IIMC Region I Directors Shawn Cullinane and Paul Bergeron presented a plaque to NEMCI&A chair Ann Quirk, Town Clerk of Barnstable to celebrate the 40th anniversary. The plaque was accepted by Ann and Herman Rose, one of the two individuals who started the NEMCI.



*From left to right: Region I Director, Shawn Cullinane, NEMCI&A Chair Ann Quirk, Herman Rose, and Region I Director Paul Bergeron.*

Congratulations to the Class of 2014. 23 Students graduated this year with 13 from Massachusetts.



*First Row from left to right: Lynn Doyle, Jayanne Sci, Geraldine Holland, Jean Kelly, Amy Hennessy Neves, Janet Jacaruso.*

*Second Row from left to right: Valerie Fox, Mindy Morrison, Tara Wick, Anne Iannitelli, Jeanmarie Tarara, Denise Graffeo.*

*Third Row: Phillips Gaudet, III*

## MASSACHUSETTS WELL REPRESENTED AT NEMCI&A



## 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 Fall Conference in October, please fill out the application and send it to **the MTCA Scholarship Chair Andrew T. Dowd, 1<sup>st</sup> Vice President, MTCA, 63 Main St., Northborough, MA 01532 by September 19, 2014.**

### 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 1<sup>st</sup> 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 \$** \_\_\_\_\_ **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](mailto:adowd@town.northborough.ma.us) or fax 508-393-6996 before September 19, 2014.

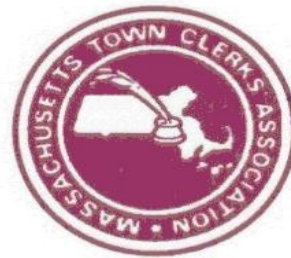
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**FOR USE BY MTCA CONFERENCE SCHOLARSHIP COMMITTEE ONLY:**

Date received: \_\_\_\_\_ Date action taken: \_\_\_\_\_

Amount awarded: \_\_\_\_\_ **OR** Reason for denial: \_\_\_\_\_

**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](mailto: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**

Amount Enclosed : \$\_\_\_\_\_

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*- Mary-Ellen Lannon Town Clerk of Winchester*

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# Newsletter of the MTCA

584 Main Street  
Athol MA 01331



## **Massachusetts Town Clerks Association**

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Robert E. Cutler, Jr., CMC, Foxborough

### **Editor**

Nancy E. Burnham, 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

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