



Massachusetts Town Clerks' Association

The Public Recorder

Volume 58, No. 19

SEPTEMBER 2015

Inside this issue:

OCPF	1
Beacon Hill Report	2
CMC	3
Attorney General Seminar	4
Vendor Ads	5-9

From the President, Andrew T. Dowd

Greetings! Although the recent heat wave may make you forget, fall is just around the corner.

As you begin planning your fall schedule, please set aside time to attend our fall conference September 30th – October 2nd being held at the Sheraton Springfield Monarch Place Hotel. Whether it's your 1st conference or your 50th, you will never regret at-

tending. A variety of educational courses are being offered along with the opportunity to interact with your fellow Clerks. For those of you that want to learn more about obtaining certifications, plan on attending the Wednesday afternoon session. See you in Springfield!

Andrew T. Dowd,
MTCA President 2015-2017

OFFICE OF CAMPAIGN & POLITICAL FINANCE

OCPF now offers R6 access to local candidates

Municipal candidates who file paper campaign finance reports with their local election official can now **create and print** campaign finance reports using Reporter 6 (R6), the same system used by candidates and committees who e-file with OCPF.

R6 provides many benefits. The filing system does the math, alphabetizes receipts and expenditures, and stores a campaign's data. It also creates a report that is easy to read.

More than 1,200 candidates are registered with OCPF and e-file campaign finance reports with the agency. Meanwhile, thousands of local incumbents and candidates in the state's 351 cities and towns file on paper with their local election officials.

"When we launched R6 in April, we

planned on opening it up to local filers," said Michael J. Sullivan, OCPF's director. "I'm pleased we can make it available to local candidates now."

All local filers, as well as city candidates who file locally, are eligible for R6 access. To register, a local candidate must send his or her organizational form (M101) to OCPF, with "R6 setup only" written at the top. [Click here](#) for a sample. If a candidate does not have a committee or a completed M101 form, he or she can complete the form and send it, unsigned, to OCPF.

The form can be sent by e-mail to Jason Tait at jtait@cpf.state.ma.us. After registering, each candidate is issued a password and identification number, sent to them by e-mail. If the M101 form is sent to OCPF by traditional mail or by fax (617-727-6549), an e-mail address must be included.

BEACON HILL REPORT

by Thomas Joyce, Esq.

During the first seven months of government action on Beacon Hill policy makers were extremely busy on a number of important issues led by putting the Commonwealth's fiscal affairs in order and improving operations at the MBTA.

Finally, after overriding a flurry of fiscal 2016 budget vetoes summer began on August 1st for the Great and General Court. Legislators took time to vacation with their families, visit with constituents and prepare for the post-Labor Day workload. Of the numerous policy initiatives presently deserving immediate attention is opioid and heroin abuse. The Governor, House and Senate each have proposals to attack this problem. Also, on top of the list are energy policy issues, MBTA fixes and continuing to fix longstanding DCF failings.

Regarding the legislative issues most directly impacting the MTCA, the joint Committee on Election Laws, where most bills affecting us await public hearing, should begin taking testimony on bills early next month. The delay is partly due to the passing of former Senate Chair Tom Kennedy. House Chairman John Mahoney is working with the new Senate Chair Ken Donnelly of Arlington to arrange an appropriate schedule.

H1962, the access to public records bill may be debated in the House shortly as Chairman Peter Kolcotsky and Ways & Means Chairman Brian Dempsey try to address particular concerns voiced by communities. We continue to work with them to help make the final House version a more easily enforceable proposal. Always of interest is the creation of a vital records trust fund. While we have been successful in stopping this numerous times in the past we need to remain diligent. As the legislature enacts the final supplemental budget, presently being drafted by the Baker administration, I will be certain to watch for the reappearance of the language in question.

On Saturday September 16th thousands of Massachusetts democratic delegates and other interested people will descend upon Springfield for the democratic convention. While it is not a statewide election year I suspect the party's focus will be to review and adopt an issues platform. I will keep you posted as I am sure it may prove to be very interesting for us all.

Presently, as a number of your communities are in the process of holding preliminary elections, I wish you the very best in conducting what you always do so successfully!

Meanwhile, please rest assured in the knowledge that your President Andy Dowd, your legislative committee chaired by Bob Cutler and your lobbyist are working hard to safeguard your many public policy interests.

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



CERTIFIED MUNICIPAL CLERK

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

Thaddeus J. Soule, CMC - Assistant Town Clerk - Town of Chelmsford, 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 CONFERENCES

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



A Seminar Sponsored by the Office of the
Attorney General

Zoning and Siting 101 for Substance Abuse Treatment Centers

Understand the Basics of Zoning and Land Use
Procedures for Substance Abuse Treatment Centers

**1:00 PM Wednesday, September 23rd
at the Worcester Registry of Deeds
90 Front Street, Worcester, MA
508.798.7717**

This educational seminar, led by Margaret Hurley, is intended to guide municipal counsel, managers, planners, and land use board members through the legal issues involved with the zoning and siting of substance abuse treatment centers.

Topics will include:

- ✓ applicable state and federal laws,
- ✓ recent court decisions,
- ✓ considerations for municipal land use, and
- ✓ decision-making frameworks for treatment centers.

Please RSVP to:

Margaret J. Hurley
Director, Municipal Law Unit

Margaret.Hurley@state.ma.us
508.792.7600



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
MAILING SERVICES
TRAINING
CONSULTING



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

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

- ☞ BOOKS
- ☞ PAPER
- ☞ MAPS
- ☞ IMAGE
- ☞ INDEX

KOFILE
PRESERVATION

1-800-639-3027 WWW.KOFILE.US

new name...familiar faces
formerly *Brown & River Marlett Co.*

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.

GANGI PRINTING

Since 1973

- ☑ Exceptional Quality
- ☑ Exceptional Service
- ☑ Friendly Professionals
- ☑ S.O.M.W.B.A Certified
- ☑ Family Owned

- ❖ Town Meeting Warrants
- ❖ Street Directories
- ❖ Code of By-Laws
- ❖ Town & City Manuals
- ❖ Applications & Forms
- ❖ Annual Reports
- ❖ Stationery
- ❖ Large Format Printing
- ❖ Graphic Design Services
- ❖ Electronic File Services

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

Call 617-776-6071 or E-mail orders@gangiprinting.com
www.gangiprinting.com

Proven Value

Through Best-in-Class Codification Services



Toll Free: 855.GEN.CODE
www.generalcode.com

**GENERAL
CODE**
Codification Division

HFGROUP 
ACMEBINDING

HFGROUP 
RECORDSAVE

(formerly A.M. Sulkin Co. and Harcourt Bindery Inc.)

Printers, Bookbinders

And your source for the care of

Government & Municipal Records

Manufacturers of Municipal Forms, Minutes Books & Storage Binders

Records Preservation & Restoration

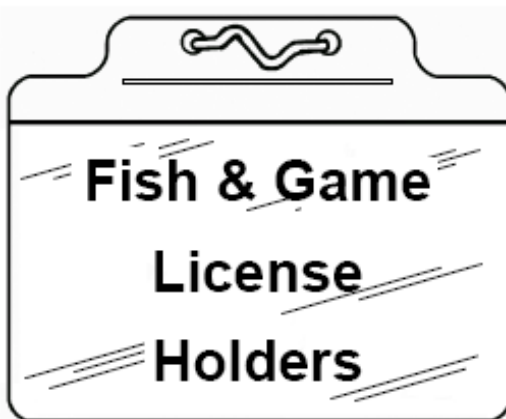
- Facility & Collection Surveys
- Document Treatment
- Binder Fabrication
- Rebinding
- Restoration
- Digitization
- Cleaning
- Mending
- Deacidification
- Encapsulation

80 CAMBRIDGE ST.
CHARLESTOWN, MA 02129
(617)242-5959

Since 1821

- Red Vinyl Back
- Pins Included

RNR
PLASTICS, INC.



Minimum Order

1 Box of 250

\$39.50 / Box

Plus \$5.00 S & H per box

Please enclose your check or money order with this form. If you would like the order shipped C.O.D., please note \$6.00 C.O.D. fee in space provided.

Order Form

<u>Order qty</u>	<u>Cost/bx</u>	<u>S&H (\$5.00/bx)</u>	<u>C.O.D Fee</u>	<u>Total</u>
_____ x	\$39.50/bx	+ \$ _____	+ \$ _____	= \$ _____
Name: _____				
Street: _____				
City: _____ State: _____ Zip: _____				

Make checks payable to:

RNR Plastics, Inc.
20 Bellows Road
Raynham, MA 02767
Phone: (508) 821-4800
Fax: (508) 821-3637

Newsletter of the MTCA

584 Main Street
Athol MA 01331



Massachusetts Town Clerks Association

President

Andrew T. Dowd, CMC/CMMC, Northborough

First Vice-President

Jeremy P. Gillis, MMC/CMMC, Easton

Second Vice-President

Marie Y. Ryan, CMC/CMMC, Great Barrington

Secretary

Danielle Sicard, Norton CMC/CMMC

Treasurer

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

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