



MASSACHUSETTS TOWN CLERKS' ASSOCIATION

EXECUTIVE BOARD MEETING NORTHBOROUGH SR. CENTER – NORTHBOROUGH, MA WEDNESDAY – AUGUST 7, 2019

Meeting opened by President

Secretary's Report – Katherine T. Ingram

- a. Minutes supplied by Past Secretary – Elizabeth Greendale (Vote needed)

Treasurer's Report – Lynn Sibley

- a. Treasurer's Report supplied by Past Treasurer – Danielle Sicard
 1. FY 2019 Budget vs. Actual – Final Report
 2. Conference Report – Plymouth June 2019
 3. Mentoring Report – New Clerks Potpourri

President's Report

- a. Memo to E Board with related emails – request by Edison Research for Election Night Results (attached) Discussion/Decision by E Board
- b. Associated Press has and will continue to request and pay for Election Night Reporting (no information)
- c. September 2019 Conference
 1. Discussion about Class for Wednesday afternoon re: Rank Choice Voting led by Bob Cutler – 1st Vice President (see memo from Bob to Michelle Tassinari and her response)
 2. Memo from Diane Bucco re: Possible Clerks Night Out to Eastern States Exposition
 3. Discussion re: MA Town Clerks Association Clerks Manual and offer by Dottie Powers to be appointed to serve on this committee to bring it to finalization this year
 4. Town Clerk Badges
 5. Resignation by Laura Torti from all boards and committees she serves on

1st Vice President Report – Bob Cutler

- a. Vendors (verbal report by him)
- b. Scholarships (nothing to report as Registration Packet has not been finalized)
- c. Other

2nd Vice President Report – Elizabeth Greendale

- a. Hotel and Parking for September Conference (verbal by her)

Past President Marie Ryan (she is not going to attend as her daughter's wedding is this weekend)

Conference Registrar/Certification Administrator – Barbara LaBombard

a. Update on new requirements for recertification requirements (see memo from Committee member)

Committee Reports

a. Legislative – Andy Dowd

b. Mentoring Committee – Danielle Sicard

c. Communications Committee – Danielle Sicard

d. Education Committee – Valerie Fox (update on possible classes for Sept.2019 conference)

e. CVR User Group – Andy Dowd

f. Social Secretary – Deb Bourbeau (she will not be in attendance and did not submit anything for me to share)

Note – Next E Board Meeting will be on Wednesday September 18, 2019 at 10 AM

MTCA EXECUTIVE BOARD MEETING



June 12, 2019 - Hotel 1620 Plymouth

Minutes Approved on: DRAFT

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	MARIE RYAN	√
1 ST VICE PRESIDENT	NANCY J. TALBOT	√
2 ND VICE PRESIDENT/LEGISLATIVE CHAIR	ROBERT E. CUTLER, JR	√
TREASURER	DANIELLE SICARD	√
SECRETARY	ELIZABETH T. GREENDALE	√
EXECUTIVE BOARD 2019	CATHERINE HARDER-BERNIER	√
EXECUTIVE BOARD 2019	KELLY A MCELREATH	√
EXECUTIVE BOARD 2019	DIANE PACKER	√
EXECUTIVE BOARD 2020	DEBRA BOURBEAU	√
EXECUTIVE BOARD 2020	ANN M. QUIRK	
EXECUTIVE BOARD 2020	TRUDY L. REID	√
EXECUTIVE BOARD 2021	THERESA BUNCE	
EXECUTIVE BOARD 2021	THOMAS P. FLORENCE	√
EXECUTIVE BOARD 2021	CHRISTINA ST. PIERRE	√
PAST PRESIDENT	ANDREW DOWD	√
EDITOR	NANCY BURNHAM	
EDUCATION CHAIR	DOTTIE POWERS	
CONFERENCE ADMINISTRATOR/CERTIFICATION	BARBARA LABOMBARD	√
ASSISTANT TREASURER	LYNN SIBLEY	√

A quorum of voting members being present, President Ryan called the meeting to order at 10:06 AM.

President's Report – Marie Ryan

President Ryan opened the meeting, and thanked all the members for their support during her term as President. Ms. Ryan made changes to the Policies and Procedures Manual, by adding sections for the Communications Committee and the Mentor Committee.

MTCA EXECUTIVE BOARD MEETING



June 12, 2019 - Hotel 1620 Plymouth

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ACTION TAKEN: On a motion by Member Catherine Herder-Bernier, seconded by Member Trudy Reid, to approve the updated MTCA Policies & Procedures Manuel, was unanimously approved.

Secretary's Report – Elizabeth Greendale

Secretary Greendale presented the minutes from the Executive Board Meeting on April 12, 2019 in Great Barrington.

ACTION TAKEN: On a motion by Member Catherine Herder-Bernier, seconded by 2nd Vice President Bob Cutler, to approve the minutes from April 12, 2019, were unanimously approved as written/presented.

Treasurer's Report – Danielle Sicard

Treasurer Danielle Sicard presented the budget.

ACTION TAKEN: On a motion by 2nd Vice President Bob Cutler, seconded by Member Catherine Herder-Bernier, to accept the Treasurer's Report, was unanimously approved.

Assistant Treasurer - Lynn Sibley

Nothing to report.

1st Vice President Report – Nancy Talbot

1st VP Nancy Talbot reported that we granted 2 scholarships, totaling \$560.86. We have 23 Vendors, and received donations of \$750 from LHS and \$150 from Online Dog Licensing.

2nd Vice President Report – Robert Cutler

2nd VP Robert Cutler reported that the Plymouth Conference is booked for next year, and the Hotel is all set for this year.

Past President Report– Andrew Dowd

Congratulated Marie on her two years as President, and will still come to meetings because Marie will be taking a position as the Town Administrator in West Stockbridge, we will miss her.

Conference Registrar/Certification Administrator – Barbara LaBombard

Member Barbara LaBombard reported that there are 247 people registered for this Conference. There is one Clerk receiving her first CMMC, Anne Iannitelli, West Bridgewater; 5 1st Recertifications; 3 2nd Recertifications; 2 3rd Recertifications; 1 4th Recertification; 2 5th Recertifications; 1 6th Recertification. She

MTCA EXECUTIVE BOARD MEETING



June 12, 2019 - Hotel 1620 Plymouth

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also noted that the Certification Committee is looking into revising the number of classes required for recertification.

COMMITTEE REPORTS

Legislative Committee – Robert Cutler

2nd Vice President Cutler reported that the current Bills are moving slowly and there has been legislation filed for Early Voting for the Presidential Primary election.

Mentoring Committee –Danielle Sicard

Member Danielle Sicard stated that they will be meeting later today, to increase the size of the Committee, to keep the program going forward and be less taxing on the current members. The next Mentor Session will be on June 25th in Northborough.

Communications Committee – Danielle Sicard

Member Danielle Sicard stated that they have been working on revamping the website to make it easier for each committee to do their own updating in a more efficient way. She also noted that there will be an MTCA Software training session before the E-Board Meeting in August.

CVR User Group – Andy Dowd

Nothing to report.

Old Business – none

New Business – none

Meeting was adjourned at 11:22 AM.

Respectfully Submitted:

Elizabeth T. Greendale, CMC/CMMC
MTCA Secretary

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY 19 BUDGET vs ACTUAL**

INCOME	As of	YEAR END			
		FY19 BUDGET	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue					
3110 - Registration		\$36,000.00	\$7,605.00	\$37,771.00	(\$1,771.00)
3120 - Meals		\$42,500.00	\$7,360.00	\$38,780.00	\$3,720.00
3130 - Mentoring Workshops		\$2,000.00	\$390.00	\$1,890.00	\$110.00
3140 - Vendor Income		\$18,000.00	\$8,570.00	\$24,860.00	(\$6,860.00)
Total Conference Revenue		<u>\$98,500.00</u>	<u>\$23,925.00</u>	<u>\$103,301.00</u>	<u>(\$4,801.00)</u>
3200 - Certification Revenue		\$1,500.00	\$550.00	\$1,670.00	(\$170.00)
3300 - Scholarship Donations		\$3,200.00	\$1,500.00	\$3,925.00	(\$725.00)
3400 - Public Recorder/Website Ads		\$3,000.00	\$600.00	\$5,000.00	(\$2,000.00)
3500 - Media Stipends/AP/Educ		\$9,000.00		\$12,976.00	(\$3,976.00)
3600 - Dues		\$28,000.00	\$580.00	\$30,845.00	(\$2,845.00)
3700 - Interest Income (Bank Account)		\$0.00		\$0.00	\$0.00
3800 - MISC (Mkting/Sundries)		\$0.00		\$0.00	\$0.00
Cash Transfer from Reserves		\$0.00		\$0.00	\$0.00
		<u>\$44,700.00</u>	<u>\$3,230.00</u>	<u>\$54,416.00</u>	<u>(\$9,716.00)</u>
TOTAL INCOME		\$143,200.00	\$27,155.00	\$157,717.00	(\$14,517.00)

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY 19 BUDGET vs ACTUAL**

EXPENSE	FY19 BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$3,500.00	\$0.00	\$2,532.06	\$967.94
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses				
5200 - Treasurer Expenses	\$200.00		\$53.05	\$146.95
5201- MTCA software	\$755.00		\$755.00	\$0.00
Total Treasurer Expenses	<u>\$955.00</u>	<u>\$0.00</u>	<u>\$808.05</u>	<u>\$146.95</u>
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$32,600.00		\$33,094.74	(\$494.74)
5302 - Lobbyist Expenses	\$0.00		\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$109.00		\$109.00	\$0.00
Total Lobbyist Expense	<u>\$32,709.00</u>	<u>\$0.00</u>	<u>\$33,203.74</u>	<u>(\$494.74)</u>
5400 - Scholarship Expenses				
5401 - NEMCI Exp (outside sources)	\$4,000.00		\$4,000.00	\$0.00
5402 - NEMCI Exp (MTCA)	\$1,100.00		\$1,050.00	\$50.00
5403 - MTCA Conference Scholarships	\$4,000.00	\$851.16	\$1,117.00	\$2,883.00
5404 - Awards/Scholarships	\$0.00		\$0.00	\$0.00
Total Scholarship Expenses	<u>\$9,100.00</u>	<u>\$851.16</u>	<u>\$6,167.00</u>	<u>\$2,933.00</u>
5500 - Legislative Committee Expenses	\$250.00	\$0.00	\$331.50	(\$81.50)
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00	\$202.50	\$857.50	\$142.50
5602 - Certification Expenses	\$400.00	\$36.58	\$299.71	\$100.29
Total Certification Expenses	<u>\$1,400.00</u>	<u>\$239.08</u>	<u>\$1,157.21</u>	<u>\$242.79</u>
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,500.00	\$425.27	\$1,233.70	\$266.30
5702 - Conference Deposits	\$7,000.00		\$7,000.00	\$0.00
5703 - Postage / Brochure Mailing	\$0.00		\$0.00	\$0.00
5705 - Entertainment	\$750.00		\$0.00	\$750.00
5706 - Speakers / Education	\$3,600.00	\$190.00	\$190.00	\$3,410.00
5707 - Conference Hotel / Meals	\$73,591.00	\$36,055.55	\$83,824.97	(\$10,233.97)
5708 - NE Conference (2022)	\$1,000.00		\$1,000.00	\$0.00
5709 - Misc Conf Exp (mentor/survey)	\$2,000.00	\$278.61	\$2,094.19	(\$94.19)
5710 - Printing / Copying	\$0.00		\$0.00	\$0.00
Total Conference Expenses	<u>\$89,441.00</u>	<u>\$36,949.43</u>	<u>\$95,342.86</u>	<u>(\$5,901.86)</u>

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY 19 BUDGET vs ACTUAL**

EXPENSE Continued	FY19 BUDGET	NEW EXP	ACTUAL	REMAINING
5800 - Executive Board Meetings/Lunches	\$1,000.00	\$957.00	\$2,589.16	(\$1,589.16)
5900 - Communication/Public Recorder				
5901 - Pub Rec Stipend / Editor	\$0.00		\$0.00	\$0.00
5902 - Postage	\$100.00		\$0.00	\$100.00
5903 - Printing	\$0.00		\$0.00	\$0.00
5904 - Web Update & Hosting	\$2,000.00		\$1,995.00	\$5.00
Total Communication/Public Recorder	\$2,100.00	\$0.00	\$1,995.00	\$105.00
6000 - Auditor				
6001 - Annual Financial Review	\$850.00		\$850.00	\$0.00
6002 - Annual Tax Returns	\$850.00		\$850.00	\$0.00
Total Auditor Expense	\$1,700.00	\$0.00	\$1,700.00	\$0.00
6100 - Marketing / Name Badges	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00	\$62.13	\$351.26	\$648.74
6202 - NEMCI Graduation Gifts	\$300.00		\$0.00	\$300.00
6203 - Miscellaneous	\$500.00		\$0.00	\$500.00
Total Miscellaneous Expense	\$1,800.00	\$62.13	\$351.26	\$1,448.74
TOTAL EXPENSE	\$143,200.00	\$39,058.80	\$146,177.84	(\$2,222.84)
		<i>treasurer budget listed as \$200 - off by \$755</i>		
Income / Expense Variance	\$0.00		\$11,539.16	

MASSACHUSETTS TOWN CLERK'S ASSOCIATION
FY 19 BUDGET vs ACTUAL

Checking Account

Beginning Balance	5/28/2019	\$32,823.20
New Income		\$27,155.00
New Expenses		\$39,058.80
Current Balance	6/30/2019	\$20,919.40

Money Market account Balance

Beginning Balance	5/28/2019	\$32,209.52
New Income		\$5.39
New Expenses		\$0.00
Current Balance	6/30/2019	\$32,214.91

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
CONFERENCE REPORT**

INCOME	Conference:		
	Plymouth 2019 ACTUAL	Plymouth 2018 ACTUAL	Plymouth 2017 ACTUAL
3100 - Conference Revenue			
3110 - Registration	\$13,500.00	\$13,410.00	\$11,950.00
3120 - Meals	\$14,370.00	\$14,515.00	\$15,966.00
3140 - Vendor Income	\$8,570.00	\$7,375.00	\$8,655.00
Total Conference Revenue	\$36,440.00	\$35,300.00	\$36,571.00
EXPENSE	ACTUAL	ACTUAL	ACTUAL
5400 - Scholarship Expenses			
5403 - MTCA Conference Scholarships	\$851.16	\$692.37	\$930.44
5700 - Conference Expenses			
5701 - Printing Brochures/Program	\$425.27	\$417.02	\$381.35
5702 - Conference Deposits	\$2,000.00	\$2,000.00	\$2,000.00
5703 - Postage / Brochure Mailing			
5705 - Entertainment			\$1,100.00
5706 - Speakers / Education	\$190.00	\$591.00	\$501.80
5707 - Conference Hotel / Meals	\$36,055.55	\$31,998.11	\$33,122.09
5708 - NE Conference		\$2,000.00	
5709 - Misc Conf Exp (mentory/survey)		\$321.28	
5710 - Printing / Copying			
Total Conference Expenses	\$39,521.98	\$38,019.78	\$38,035.68
Income / Expense Variance	(\$3,081.98)	(\$2,719.78)	(\$1,464.68)
Total # of Registrants:	256	263	236
MCCA donation:	\$1,500.00	\$2,700.00	\$250.00

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION
CONFERENCE REPORT**

New Clerk Potpourri - Mentoring Class

	June 2019	June 2018	June 2017
INCOME	ACTUAL	ACTUAL	ACTUAL
3100 - Conference Revenue	\$390.00	\$450.00	\$345.00
3130 - Mentoring Workshops	\$390.00	\$450.00	\$345.00
Total Workshop Revenue	\$390.00	\$450.00	\$345.00

EXPENSE

5700 - Conference Expenses	ACTUAL	ACTUAL	ACTUAL
5709 - Misc Conf Exp (mentor/survey)	\$278.61	\$321.28	\$430.39
Total Conference Expenses	\$278.61	\$321.28	\$430.39
Income / Expense Variance	\$111.39	\$128.72	(\$85.39)

Total # of Registrants:	June 2018	June 2017	June 2016
	30	23	28

**MEMO
TO MTCA
EXECUTIVE BOARD**

August 6, 2019

Please see the attached emails I have received from Edison Research with regard to Election Night Reporting.

I believe this is the same organization that previously (2018) attempted to make an arrangement with the MA Town Clerks Association.

They are looking to garner support a lot earlier and wanted to know if the wording they are proposing could be used in their solicitation to clerks on election night.

Naturally they are aware we already have an arrangement with the Associated Press and receive a stipend for calls made election night.

I spoke with them today and while I listened, I told both David and Mary (an associate of his) that I could not make any commitments as President, but that I would share both emails and we would have a discussion. I told them that I would get back to them mid next week.

Nancy Talbot

Talbot, Nancy

From: David Gordon <dgordon@edisonresearch.com>
Sent: Tuesday, August 06, 2019 2:43 PM
To: Talbot, Nancy
Cc: Mary Meyn
Subject: RE: MA Town Clerks Association - Edison Research

Hi Nancy,

Thank you very much for your call before!

I know what we are interested in having the Executive Board review is scattered over a few emails so I figured that I would summarize our three interests here:

1. We would like to revisit the arrangement between the Clerk's Association and Edison Research for receiving results on election night. Our understanding the 2018 arrangement was that the towns were required to call in the results to the Associated Press, and were only strongly encouraged to call in the results to Edison Research. Is there a possibility of revisiting that arrangement, and requiring the towns to call in results to Edison Research? Edison Research now services many of the clients that the AP had in the past, including ABC News, CBS News, CNN, and NBC News.
2. Edison Research would like to notify the clerks of the arrangement with the Clerk's Association in our annual election research form that we send each city and town. While the language would change depending on the arrangement, we would like to (with your approval) include similar language to what is below in our survey this year:

"As in the past, Edison Research is asking your office to provide election night vote results to us as soon as they are available on election night. We have been in contact with the Town Clerk's Association and we make a donation as a thank you for providing this information.
These next questions relate to how your office will provide election results to Edison Research on Election Night. The results that you provide allow the news networks of ABC, CBS, CNN, and NBC to provide accurate coverage of Massachusetts on Election Night."

3. Edison Research would like to attend the MA Town Clerk's association as a vendor. We've attended a few election conference throughout the country and use it as a chance to thank election officials and hand out some free snacks. We would love to purchase a vendor booth for this year's Town Clerk Conference.

Please let me know if you have any questions at all. Thank you in advance for all of your help.

Best,
Dave

David Gordon
Manager of Research
edison research
Tel: 908.722.8683 x 202
www.edisonresearch.com

Talbot, Nancy

From: David Gordon <dgordon@edisonresearch.com>
Sent: Wednesday, July 24, 2019 3:42 PM
To: Talbot, Nancy
Subject: RE: MA Town Clerks Association - Edison Research

That would be great! Thank you Nancy.

There were some other items I was hoping to discuss with you that might be useful to touch base on as well. It might be best for me to send them to you now in case the info would be valuable to have at the Executive Board meeting as well. The two items are:

- 1) Depending on what the Executive Board decides, we are interested in including some language about our relationship with the Town Clerks Association in our yearly election research form that we send the towns. This would just be a short paragraph in the research form that mentions that we are interested in the towns each faxing/emailing their results to us on election night when they are released and we intend to make a donation to the clerks association for their efforts. But, before we send that out, I was hoping to run it by you to make sure the exact text was okay. For example, here is some preliminary text that I have written up:

*"As in the past, Edison Research is asking your office to send election night vote results to us **as soon as they are available** on election night. We have been in contact with the Town Clerk's Association and we make a donation as a thank you for providing this information.*

These next questions relate to how your office will provide election results to Edison Research on Election Night. The results that you provide allow the news networks of ABC, CBS, CNN, and NBC to provide accurate coverage of Massachusetts on Election Night."

Again, that language is entirely subject to change depending on the Executive Board's decisions.

- 2) I actually just returned from the iGo Conference in Houston where Edison purchased a vendor booth just as a way to connect with Election Officials. We use it as a chance to say thank you for their help and to hand out free popcorn. I was wondering if we might be able to do something similar at the MA Town Clerks Association Conference this year. Does your conference typically have vendors that can purchase booths? If not, perhaps we could attend in some other capacity?

Here is a link to a photo of our iGo Booth: <https://twitter.com/edisonresearch/status/1150851957650788353>

I wanted to send along those two items just in case it would be helpful to bring either of them up at the Executive Board meeting as well. If you have questions about anything, please do not hesitate to give me a call at my number below.

Thank you in advance for your help. I really appreciate it.

Best,

David Gordon
Manager of Research
edison research
Tel: 908.722.8683; F: 908-595-6953
www.edisonresearch.com

David Gordon x202



From: Talbot, Nancy <NTalbot@townofware.com>
Sent: Wednesday, July 24, 2019 10:55 AM
To: David Gordon <dgordon@edisonresearch.com>
Subject: RE: MA Town Clerks Association - Edison Research

Thank you for the email and introduction.
I will put this item on our Executive Board Agenda for August 7, 2019 and let you know the outcome/decision after our meeting.

From: David Gordon [<mailto:dgordon@edisonresearch.com>]
Sent: Tuesday, July 23, 2019 11:50 AM
To: Talbot, Nancy <NTalbot@townofware.com>
Subject: MA Town Clerks Association - Edison Research

Hello Nancy Talbot,

I am writing to touch base and introduce myself as the contact at Edison Research for the MA Town Clerks Association. The Town Clerk's Association has previously been in touch with Kevin Lubin who is no longer at Edison Research. I originally touched base with Marie Ryan who informed me that you were the new president at the MA Town Clerk's Association. Congratulations on the role!

First off, I want to thank the Clerk's Association for its help in 2018 coordinating our data collection efforts with the towns. We are now preparing for the 2020 primary and general election. We'd like to have a similar arrangement in 2020 as we had in 2018, where we ask towns (with your support) to send us timely results on election night. We will make a donation to the Clerk's Association as a thank you for this effort.

My understanding of our 2018 arrangement was that the towns were required to call in the results to the Associated Press, and strongly encouraged to call in the results to Edison Research. Is there a possibility of revisiting that arrangement, and requiring the towns to call in results to Edison Research? Edison Research now services many of the clients that the AP had in the past, including ABC News, CBS News, CNN, and NBC News. I'd be happy to discuss this further over the phone if you'd prefer.

Once we have agreed on how to proceed with 2020 results, our next step is reaching out to all of the towns with a web form, asking them to update/confirm information about elections administration. I want to confirm any language specific to requesting election results with you before sending this form out to the towns.

I am available any time if you'd like to discuss this over the phone.

Thank you in advance for your help. I look forward to working together.

David Gordon
Manager of Research
edison research
Tel: 908.722.8683; F: 908-595-6953
www.edisonresearch.com

Talbot, Nancy

From: Tassinari, Michelle (SEC) <michelle.tassinari@state.ma.us>
Sent: Tuesday, August 06, 2019 12:24 PM
To: RobertCutler
Cc: Adowd; Talbot, Nancy
Subject: RE: fall conference class

Good Afternoon Bob-

Unfortunately, I don't think I am qualified to give a presentation on rank choice voting. Honestly, I do not fully understand the proposed legislation that was filed this year. It is my understanding that they are filing an initiative petition for rank choice voting that will be circulated this fall with the end game to get it on the ballot in November 2020.

It could be interesting to invite the proponents to give an overview of it? But I'd be sure to leave plenty of time for questions from clerks.

Michelle

From: Bob Cutler [mailto:BCutler@foxboroughma.gov]
Sent: Tuesday, August 06, 2019 12:09 PM
To: Tassinari, Michelle (SEC)
Cc: Adowd; NancyTalbot
Subject: fall conference class

Hey Michelle! Hope your summer has been fun. We are working on a potential class for the Wednesday afternoon at the fall conference in Springfield (September 18th). It would be a discussion about rank choice voting. Could you give me a shout at your convenience. Would like your perspective and maybe assistance if it is something that would interest you.

Bob Cutler
Town Clerk
40 South Street
Foxborough, MA 02035
(508) 543-1208

Talbot, Nancy

From: Dianne Bucco <DBucco@wenhamma.gov>
Sent: Thursday, July 18, 2019 9:35 AM
To: Talbot, Nancy
Subject: fall conference
Attachments: 2019 fall reg draft 1.doc

Nancy –

Here is an idea for that “dinner on your own night” -
How about we organize a “clerks to the fair event” – Wednesday night
<https://www.thebige.com/p/thingstodo/avenue>
after 5pm, admission is only \$6
every night there is a circus show at 7
and of course the avenue of the states is always open.

ALSO attached is the first draft of the fall registration packet.
You as prez will need to decide on the
late registration date, cancellation/refund dates, class times, the wed exec board meeting time, will there be “committee meetings? , and the dates for all the upcoming conferences.

Who is the education committee chair and the hotel contact for the meal prices and choices?

ANOTHER question that comes up every year – does our hotel rate include the parking fee?
On the link I think I read that there will be a \$10/night parking charge however, Francesca from the hotel told me the parking fee is included in our rate.
Can you get confirmation on that?

LASTLY, are we offering an Athenian dialogue perhaps on Tuesday? Or as a workshop on Thursday?
We should really get right on that if so.

Dianne

Dianne K. Bucco, CMC, CMMC
Wenham Town Clerk
Justice of the Peace
138 Main Street, Wenham, MA 01984
978-468-5520 x1
dbucco@wenhamma.gov
www.facebook.com/WenhamTownClerk

Talbot, Nancy

From: Andy Dowd <adowd@town.northborough.ma.us>
Sent: Monday, July 01, 2019 10:19 AM
To: Talbot, Nancy
Subject: Town Clerk's Manual Update

Hi Nancy,

Just passing this along. We were just talking about the manual during last week's mentoring session. I think the current version is probably 15-20 years old, I don't see a date on the document. It would be a great project if you want to suggest the committee get started and maybe recruit some others to help out.

CLERK'S MANUAL COMMITTEE (3 years – 3 members)
Deborah Dami
Mary DeAlderette
Laura Torti — *resigned Aug. 2019*

Mashpee
Lancaster
Spencer

I'm not sure if Mary realized she is already on the committee!

Happy 4th!

Andy -

From: Mary de Alderete [mailto:Mdealderete@carlislema.gov]
Sent: Monday, July 1, 2019 9:50 AM
To: Andy Dowd
Subject: RE: Oaths and Town Clerk's Manual

Andy,

This is great that you sent this out – thank you!

Is there a plan to update the manual? Because I'd be willing to help with that – and I'm sure others would, as well!

Best regards,

MARY DE ALDERETE, CMC
CARLISLE TOWN CLERK
JUSTICE OF THE PEACE, NOTARY PUBLIC
mdealderete@carlislema.gov
978-369-6155

From: masstownclerks@googlegroups.com <masstownclerks@googlegroups.com> **On Behalf Of** Andy Dowd
Sent: Monday, July 1, 2019 9:38 AM
To: Pamela Thorne <pthorne@essexma.org>; 'Elizabeth Cunniff' <ecunniff@grovelandma.com>; 'Laurie Becker'

<lbecker@townofpaxton.net>; masstownclerks@googlegroups.com

Subject: Oaths and Town Clerk's Manual

Good morning,

Since there have been several requests for sample oaths and copies of the Town Clerk's Manual, thought I'd share. A copy of the Town Clerk's Manual is attached. First off, please keep in mind, although very useful, much of the information contained in the manual is outdated. Within the manual you will find information about oaths, samples, and MGL reference. I've attached a copy of the manual along with the section regarding oaths. You'll note that there are only two oaths defined by MGL, a "Faithful Performance of Duties" Oath and a specific Oath required for Assessors. People often use the "State" oath for more formal ceremonies, such as police officers, a sample of that is attached also.

The Town Clerk's manual can also be found on the MTCA website <https://www.masstownclerks.org/>, under the members only section, Clerk's Library. As a reminder, your user name is your 3 letter town code from VRIS and your 3 digit town number. As an example, Northborough is NBR215. Access is granted to dues paying members. The Clerk determines if staff has access. If you don't currently have access, the FY20 dues form will be going out shortly, once you sign up you'll be given access to the website and the Google Group.

Happy 4th!

Andy –

Andrew T. Dowd, CMC/CMMC
Town Clerk
Justice of the Peace/Notary Public
Town of Northborough
63 Main Street
Northborough, MA 01532
Voice: 508-393-5001
Fax: 508-393-6996
e-mail: adowd@town.northborough.ma.us
website: www.town.northborough.ma.us
Hours: Mon, Wed, Thu 8a-4p Tue 8a-7p, Fri 7am-12noon



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From: masstownclerks@googlegroups.com [<mailto:masstownclerks@googlegroups.com>] **On Behalf Of** Pamela Thorne

Sent: Monday, July 1, 2019 7:43 AM

To: 'Elizabeth Cunniff'; 'Laurie Becker'; masstownclerks@googlegroups.com

Subject: RE: Oaths

Ditto Laurie!

Talbot, Nancy

From: Maddie Bonadies <mbonadies@southbridgemass.org>
Sent: Monday, July 29, 2019 12:08 PM
To: Talbot, Nancy
Cc: Barbara LaBombard; Nancy Blackmer; Marianne Staples; Kelley, Lori
Subject: RE: Re-Certification Changes

Hello Nancy,

The CMMC Certification Board at their June 13, 2019 meeting held in Plymouth have voted to change the requirements of classes needed to be re-certified.

Below is the notice we would like to send out the organization:

The CMMC Certification Board advises all Clerks that there has been a change in the re-certification process; the change was approved at the CMMC Certification Board meeting held on June 13, 2019 in Plymouth, MA.

The change is as follows:

As of the June 2020 Conference the number of classes required for re-certification will increase from four (4) to six (6) MTCA classes.

For clerks recertifying in June of 2020, the deadline to take the required six classes will be at the winter conference to be held in Devens, MA in February, 2020.

Do not hesitate to contact the members of the Certification Board with any questions regarding this issue.

Sincerely,

Madaline I. Bonadies, CMC, CMMC
Chairperson of the Certification Board

Please let me know whom else I should notify. We would like to have it put on the website as well as the CVR.

Thank you Nancy for any information you can give me.

Maddie

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