



## **MASSACHUSETTS TOWN CLERKS' ASSOCIATION**

**EXECUTIVE BOARD MEETING  
NORTHBOROUGH SR. CENTER  
FRIDAY – DECEMBER 6, 2019  
10 AM**

**Meeting opened**

**Secretary's Report**

**Katherine Ingram will not be present at this meeting  
The minutes from the September 2019 E Board Meeting will be supplied  
at our E Board Meeting in February at the Winter Conference**

**Treasurer's Report**

**See attachments from Lynn Sibley**

**President's Report**

**Request by State Auditor to meet re: Early Voting costs/mandates and  
Reimbursements (Meeting Date scheduled for December 18<sup>th</sup> at 11 AM  
I've asked Bob Cutler, Liz Greendale and Andy Dowd to accompany me  
(see attached)**

**Note thank you card received from the Sibley's regarding our donation  
Appointment of Deb Bourbeau as Assistant Treasurer  
Appointment of Deb Gremo to the Legislative Committee  
Appointment of Andy Dowd as E Board Member to replace Laura Torti**

**1<sup>st</sup> Vice President Report**

**Bob Cutler to give a verbal report regarding vendors for next conference**

**2<sup>nd</sup> Vice President Report**

**Liz Greendale may have a verbal report regarding hotel arrangements,  
Banquet food, change in rooms for classes**

**CMMC Certification Administrator**

**Barbara LaBombard submitted a policy document and request for a  
consideration to the MTCA bylaws (this was previously emailed to E Board  
members**

**Education Committee Report**

See attachment from Valerie Fox – Chairman of the class line up for the Devens Conference in February. She will also give a verbal report.

**Request for consideration of activity at Devens Conference**

Wendy Mickel has suggested and will elaborate on her suggestion for activity for Wednesday night and/or Thursday as part of the banquet (see attachment)

**Mentoring Report/Early Voting Task Force**

Danielle Sicard will give a verbal report on these

**Social Secretary Report**

Deb Bourbeau will not be present but has supplied a report (see attachment)

**Other discussion and/or items needed to act on prior to the February Conference**

**Adjournment**

**Note – Next E Board Meeting February 5, 2019**

**Subject:** RE: Early Voting Discussion  
**Importance:** High

Hopefully the meeting will not take place on Monday the 2<sup>nd</sup> of December as I have a Special Town Meeting that day.  
Thanks.

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**From:** Durland, Abigail (SAO) <[abigail.durland@state.ma.us](mailto:abigail.durland@state.ma.us)>  
**Sent:** Monday, November 18, 2019 4:34 PM  
**To:** Talbot, Nancy <[NTalbot@townofware.com](mailto:NTalbot@townofware.com)>  
**Subject:** Early Voting Discussion

**CAUTION:** This email originated from outside of the Town of Ware organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Ms. Talbot,

I hope you are well! As you may know, Auditor Bump is interested in working with advocates & the legislature to establish a formal, permanent process for the state to reimburse cities and towns for mandated early voting costs. You may have seen the [Commonwealth piece](#) in October about the need for support from the state to fund this important initiative. We are interested in convening a discussion with organizations such as the Clerks Association and members from the Elections Modernization Coalition to discuss how we can collectively work to ensure early voting is effectively implemented and supported. Would you be interested in attending if we planned something in early December?

I appreciate your feedback! Thank you.

Best,  
Abby

Abigail J. Durland, Legislative Affairs  
Office of State Auditor Suzanne M. Bump  
State House, Room 230  
Boston, MA 02133  
617.727.2075  
Follow us on [facebook](#) & [twitter](#)  
Sign up for our monthly newsletter [here](#).



Massachusetts 11/11/11

Thank you for the donation to  
the Sibley Children Education Fund  
in memory of our son Christopher.

The outpouring of support, thoughts  
and prayers from my fellow  
Clerks has been overwhelming.

Lynn + Randy Sibley

Mentoring Workshop  
Eboard report Dec. 2019

| Elections - Mentoring Class | <b>Sept 2019</b>     | <b>Sept 2018</b>     |
|-----------------------------|----------------------|----------------------|
| <b>INCOME</b>               | <u><b>ACTUAL</b></u> | <u><b>ACTUAL</b></u> |
| 3100 - Conference Revenue   |                      |                      |
| 3130 - Mentoring Workshops  | \$510.00             | \$330.00             |
| Total Workshop Revenue      | <b>\$510.00</b>      | <b>\$330.00</b>      |

| <b>EXPENSE</b>                       | <u><b>ACTUAL</b></u> | <u><b>ACTUAL</b></u> |
|--------------------------------------|----------------------|----------------------|
| 5700 - Conference Expenses           |                      |                      |
| 5709 - Misc Conf Exp (mentor/survey) |                      | \$310.75             |
| Total Conference Expenses            | <b>\$328.53</b>      | <b>\$310.75</b>      |
| <b>Income / Expense Variance</b>     | <b>\$181.47</b>      | <b>\$19.25</b>       |

| <b>Total # of Registrants</b> | <b>Westwood</b>                            | <b>Sept 2018</b> | <b>Sept 2016</b>        |
|-------------------------------|--|------------------|-------------------------|
|                               | <b>27</b>                                  | <b>22</b>        | <b>47</b>               |
|                               | Lynnfield ran class sponsored<br>by NSCTCA |                  | Walpole 25<br>Munson 22 |

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION**  
**FY 20 BUDGET**  
**December 2, 2019**

| <b>INCOME</b>                         | <b>FY20<br/>BUDGET</b>     | <b>NEW INCOME</b>         | <b>ACTUAL</b>             | <b>REMAINING</b>          |
|---------------------------------------|----------------------------|---------------------------|---------------------------|---------------------------|
| 3100 - Conference Revenue             |                            |                           |                           |                           |
| 3110 - Registration                   | \$37,700.00                | \$3,900.00                | \$11,335.00               | \$26,365.00               |
| 3120 - Meals                          | \$39,000.00                | \$4,220.00                | \$12,660.00               | \$26,340.00               |
| 3130 - Mentoring Workshops            | \$1,800.00                 | \$510.00                  | \$510.00                  | \$1,290.00                |
| 3140 - Vendor Income                  | \$22,000.00                | \$2,585.00                | \$7,575.00                | \$14,425.00               |
| Total Conference Revenue              | <u>\$100,500.00</u>        | <u>\$11,215.00</u>        | <u>\$32,080.00</u>        | <u>\$68,420.00</u>        |
| 3200 - Certification Revenue          | \$1,500.00                 | \$200.00                  | \$410.00                  | \$1,090.00                |
| 3300 - Scholarship Donations          | \$2,500.00                 | \$850.00                  | \$850.00                  | \$1,650.00                |
| 3400 - Public Recorder/Website Ads    | \$4,000.00                 |                           | \$0.00                    | \$4,000.00                |
| 3500 - Media Stipends/AP/Educ         | \$4,750.00                 |                           | \$0.00                    | \$4,750.00                |
| 3600 - Dues                           | \$30,000.00                | \$8,135.00                | \$29,585.00               | \$415.00                  |
| 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>\$42,750.00</u>         | <u>\$9,185.00</u>         | <u>\$30,845.00</u>        | <u>\$11,905.00</u>        |
| <b>TOTAL INCOME</b>                   | <b><u>\$143,250.00</u></b> | <b><u>\$20,400.00</u></b> | <b><u>\$62,925.00</u></b> | <b><u>\$80,325.00</u></b> |

| <b>EXPENSE</b>                      | <b>FY20<br/>BUDGET</b> | <b>NEW EXP</b>    | <b>ACTUAL</b>      | <b>REMAINING</b>   |
|-------------------------------------|------------------------|-------------------|--------------------|--------------------|
| 5000 - President Expenses           | \$2,500.00             |                   | \$0.00             | \$2,500.00         |
| 5100 - Secretary Expense            | \$0.00                 |                   | \$0.00             | \$0.00             |
| 5200 - Treasurer Expenses           |                        |                   |                    |                    |
| 5200 - Treasurer Expenses           | \$200.00               | \$23.72           | \$210.72           | (\$10.72)          |
| 5201- MTCA software                 | \$1,955.00             | \$1,817.90        | \$1,817.90         | \$137.10           |
| Total Treasurer Expenses            | <u>\$2,155.00</u>      | <u>\$1,841.62</u> | <u>\$2,028.62</u>  | <u>\$126.38</u>    |
| 5300 - Lobbyist Expenses            |                        |                   |                    |                    |
| 5301 - Lobbyist Salary              | \$33,902.00            | \$5,650.34        | \$14,125.85        | \$19,776.15        |
| 5302 - Lobbyist Expenses            | \$0.00                 |                   | \$0.00             | \$0.00             |
| 5303 - Lobbyist Reg Fee             | \$109.00               |                   | \$0.00             | \$109.00           |
| Total Lobbyist Expense              | <u>\$34,011.00</u>     | <u>\$5,650.34</u> | <u>\$14,125.85</u> | <u>\$19,885.15</u> |
| 5400 - Scholarship Expenses         |                        |                   |                    |                    |
| 5401 - NEMCI Exp (outside sources)  | \$2,500.00             |                   | \$0.00             | \$2,500.00         |
| 5402 - NEMCI Exp (MTCA)             | \$1,100.00             |                   | \$0.00             | \$1,100.00         |
| 5403 - MTCA Conference Scholarships | \$4,000.00             |                   | \$0.00             | \$4,000.00         |
| 5404 - Awards/Scholarships          | \$0.00                 |                   | \$0.00             | \$0.00             |
| Total Scholarship Expenses          | <u>\$7,600.00</u>      | <u>\$0.00</u>     | <u>\$0.00</u>      | <u>\$7,600.00</u>  |

**MASSACHUSETTS TOWN CLERK'S ASSOCIATION  
FY 20 BUDGET  
December 2, 2019**

|   |                            |                           |                           |                           |
|---|----------------------------|---------------------------|---------------------------|---------------------------|
| 5500 - Legislative Committee Expenses   | <b>\$250.00</b>            | <b>\$0.00</b>             | <b>\$0.00</b>             | <b>\$250.00</b>           |
| 5600 - Certification Expenses           |                            |                           |                           |                           |
| 5601 - Administrator Stipend            | \$1,000.00                 |                           | \$330.00                  | \$670.00                  |
| 5602 - Certification Expenses           | \$400.00                   |                           | \$103.20                  | \$296.80                  |
| Total Certification Expenses            | <u>\$1,400.00</u>          | <u>\$0.00</u>             | <u>\$433.20</u>           | <u>\$966.80</u>           |
| 5700 - Conference Expenses              |                            |                           |                           |                           |
| 5701 - Printing Brochures/Program       | \$1,500.00                 |                           | \$0.00                    | \$1,500.00                |
| 5702 - Conference Deposits              | \$7,000.00                 |                           | \$2,000.00                | \$5,000.00                |
| 5703 - Postage / Brochure Mailing       | \$0.00                     |                           | \$0.00                    | \$0.00                    |
| 5705 - Entertainment                    | \$600.00                   |                           | \$0.00                    | \$600.00                  |
| 5706 - Speakers / Education             | \$1,734.00                 | \$328.86                  | \$328.86                  | \$1,405.14                |
| 5707 - Conference Hotel / Meals         | \$75,000.00                | \$29,688.88               | \$29,688.88               | \$45,311.12               |
| 5708 - NE Conference (2022)             | \$1,000.00                 |                           | \$0.00                    | \$1,000.00                |
| 5709 - Misc Conf Exp (mentor/survey)    | \$2,000.00                 | \$839.28                  | \$839.28                  | \$1,160.72                |
| 5710 - Printing / Copying               | \$0.00                     |                           | \$0.00                    | \$0.00                    |
| Total Conference Expenses               | <u>\$88,834.00</u>         | <u>\$30,857.02</u>        | <u>\$32,857.02</u>        | <u>\$55,976.98</u>        |
| <b>EXPENSE Continued</b>                | <b>FY20</b>                |                           |                           |                           |
|   | <b>BUDGET</b>              | <b>NEW EXP</b>            | <b>ACTUAL</b>             | <b>REMAINING</b>          |
| 5800 - Executive Board Meetings/Lunches | <u>\$1,000.00</u>          | <u>\$370.74</u>           | <u>\$502.74</u>           | <u>\$497.26</u>           |
| 5900 - Communication/Public Recorder    |                            |                           |                           |                           |
| 5901 - Pub Rec Stipend / Editor         | \$0.00                     |                           | \$0.00                    | \$0.00                    |
| 5902 - Postage                          | \$0.00                     |                           | \$0.00                    | \$0.00                    |
| 5903 - Printing                         | \$0.00                     |                           | \$0.00                    | \$0.00                    |
| 5904 - Web Update                       | \$2,000.00                 |                           | \$0.00                    | \$2,000.00                |
| Total Communication/Public Recorder     | <u>\$2,000.00</u>          | <u>\$0.00</u>             | <u>\$0.00</u>             | <u>\$2,000.00</u>         |
| 6000 - Auditor                          |                            |                           |                           |                           |
| 6001 - Annual Financial Review          | \$850.00                   | \$850.00                  | \$850.00                  | \$0.00                    |
| 6002 - Annual Tax Returns               | \$850.00                   | \$850.00                  | \$850.00                  | \$0.00                    |
| Total Auditor Expense                   | <u>\$1,700.00</u>          | <u>\$1,700.00</u>         | <u>\$1,700.00</u>         | <u>\$0.00</u>             |
| 6100 - Marketing / Name Badges          | \$0.00                     | \$0.00                    | \$0.00                    | \$0.00                    |
| 6200 - Miscellaneous Expenses           |                            |                           |                           |                           |
| 6201 - Gifts/Memorials/Flowers          | \$1,000.00                 | \$222.00                  | \$664.00                  | \$336.00                  |
| 6202 - NEMCI Graduation Gifts           | \$300.00                   |                           | \$300.00                  | \$0.00                    |
| 6203 - Miscellaneous                    | \$500.00                   | \$59.50                   | \$159.50                  | \$340.50                  |
| Total Miscellaneous Expense             | <u>\$1,800.00</u>          | <u>\$281.50</u>           | <u>\$1,123.50</u>         | <u>\$676.50</u>           |
| <b>TOTAL EXPENSE</b>                    | <b><u>\$143,250.00</u></b> | <b><u>\$40,701.22</u></b> | <b><u>\$52,770.93</u></b> | <b><u>\$90,479.07</u></b> |
| <b>Income / Expense Variance</b>        | <b><u>\$0.00</u></b>       |                           | <b><u>\$10,154.07</u></b> |                           |

# Membership Summary

2020

| Member Type          | Member Status     | #   | Membership Amt | Over Paid | Total       |
|----------------------|-------------------|-----|----------------|-----------|-------------|
| ACTIVE MEMBER        | ACTIVE            | 281 | \$22,005.00    | \$135.00  | \$22,140.00 |
| ACTIVE MEMBER        | INACTIVE          | 1   | \$75.00        | \$0.00    | \$75.00     |
| AFFILIATE MEMBER     | ACTIVE            | 23  | \$2,300.00     | \$0.00    | \$2,300.00  |
| AFFILIATE MEMBER     | TRANSFER-INACTIVE | 1   | \$100.00       | \$0.00    | \$100.00    |
| ASSOCIATE            | ACTIVE            | 198 | \$4,950.00     | \$0.00    | \$4,950.00  |
| CITY STAFF           | ACTIVE            | 1   | \$0.00         | \$0.00    | \$0.00      |
| NEW CLERK            | ACTIVE            | 2   | \$0.00         | \$0.00    | \$0.00      |
| RETIRED              | ACTIVE            | 7   | \$70.00        | \$0.00    | \$70.00     |
| STAFF- No Membership | ACTIVE            | 28  | \$0.00         | \$0.00    | \$0.00      |
|                      |                   |     |                |           | \$29,635.00 |



**2020**  
**MTCA MEMBERSHIPS**

As of : 12/2/2019

**ACTIVE MEMBER**

| Town        | Name                     | Population | Total Fee |    |
|-------------|--------------------------|------------|-----------|----|
| Abington    | Leanne M. Adams          | 15757      | \$100.00  | 25 |
| Acton       | Eva K. Szkaradek         | 22031      | \$100.00  |    |
| Acushnet    | Pamela Labonte           | 9865       | \$75.00   |    |
| Adams       | Haley A Meczywor         | 8523       | \$75.00   |    |
| Agawam      | Vincent Gioscia          | 28000      | \$150.00  |    |
| Alford      | Peggy Rae Henden-Wilson  | 450        | \$15.00   |    |
| Andover     | Austin Simko             | 33201      | \$150.00  |    |
| Aquinnah    | Gabriella Camilleri      | 426        | \$15.00   |    |
| Ashburnham  | Michelle Johnson         | 6181       | \$75.00   |    |
| Ashby       | Tiffany Call             | 3122       | \$35.00   |    |
| Ashfield    | Bridget Rodrigue         | 1800       | \$35.00   |    |
| Ashland     | Tara M Ward              | 16593      | \$100.00  |    |
| Athol       | Nancy E Burnham          | 11584      | \$100.00  |    |
| Attleboro   | Stephen Withers          | 44500      | \$150.00  |    |
| Auburn      | Debra A. Gremo           | 15712      | \$100.00  |    |
| Avon        | Patricia Bessette        | 4300       | \$35.00   |    |
| Ayer        | Susan E Copeland         | 6724       | \$75.00   |    |
| Barnstable  | Ann Quirk                | 45193      | \$150.00  |    |
| Barre       | Ellen M Glidden          | 5022       | \$75.00   |    |
| Bedford     | Doreen Tremblay          | 14058      | \$100.00  |    |
| Belchertown | Colleen K Toothill-Berte | 15100      | \$100.00  |    |
| Bellingham  | Lawrence Sposato         | 15800      | \$100.00  |    |
| Belmont     | Ellen O'Brien Cushman    | 25738      | \$150.00  |    |
| Berkley     | Deborah Pereira          | 6500       | \$75.00   | 25 |
| Berlin      | Eloise E Salls           | 3000       | \$35.00   |    |
| Bernardston | Paul Luther              | 2111       | \$35.00   |    |
| Billerica   | Shirley E Schult         | 40243      | \$150.00  |    |
| Blackstone  | Tara Sullivan            | 8612       | \$75.00   |    |
| Blandford   | Doris L Jemiolo          | 1187       | \$35.00   |    |
| Bolton      | Pamela H Powell          | 5658       | \$75.00   |    |
| Bourne      | Barry H. Johnson         | 21492      | \$100.00  | 75 |
| Boxborough  | Elizabeth Markiewicz     | 5150       | \$75.00   |    |
| Boxford     | Robin Phelan             | 8500       | \$75.00   |    |
| Boylston    | Lisa J Johnson           | 4235       | \$35.00   |    |
| Brewster    | Colette M Williams       | 9400       | \$75.00   |    |
| Bridgewater | Marilee Kenney Hunt      | 26500      | \$150.00  |    |
| Brimfield   | Robert Sullivan          | 3700       | \$35.00   |    |
| Brookfield  | Michael P. Seery         | 3390       | \$35.00   |    |
| Brookline   | Patrick J Ward           | 58666      | \$150.00  |    |
| Buckland    | Janice D. Purington      | 1850       | \$35.00   |    |

## 2020

## MTCA MEMBERSHIPS

As of : 12/2/2019

|                  |                     |       |          |
|------------------|---------------------|-------|----------|
| Burlington       | Amy E Warfield      | 25426 | \$150.00 |
| Canton           | Tracy K Kenney      | 21759 | \$100.00 |
| Carlisle         | Mary de Alderete    | 5250  | \$75.00  |
| Carver           | Cara Dahill         | 11500 | \$100.00 |
| Charlemont       | Kathy A. Reynolds   | 1057  | \$35.00  |
| Charlton         | Karen Lacroix       | 12824 | \$100.00 |
| Chatham          | Julie Smith         | 6200  | \$75.00  |
| Chelmsford       | Patricia Dzuris     | 32365 | \$150.00 |
| Cheshire         | Christine B Emerson | 3348  | \$35.00  |
| Chesterfield     | Sandra Wickland     | 1250  | \$35.00  |
| Chilmark         | Jennifer Christy    | 1211  | \$35.00  |
| Clarksburg       | Carol Jammalo       | 1600  | \$35.00  |
| Clinton          | Holly P. Sargent    | 13606 | \$100.00 |
| Cohasset         | Carol St. Pierre    | 8018  | \$75.00  |
| Colrain          | Eileen Sauvageau    | 1580  | \$35.00  |
| Concord          | Kaari Mai Mai Tari  | 18957 | \$100.00 |
| Conway           | Laurie Lucier       | 1950  | \$35.00  |
| Cummington       | Donna Jordan        | 840   | \$15.00  |
| Dalton           | Deborah J. Merry    | 6407  | \$75.00  |
| Dartmouth        | Lynn M Medeiros     | 31012 | \$150.00 |
| Dedham           | Paul M Munchbach    | 23332 | \$100.00 |
| Deerfield        | Barbara J. Hancock  | 5001  | \$75.00  |
| Dennis           | Theresa T. Bunce    | 13373 | \$100.00 |
| Dighton          | Sue Medeiros        | 8100  | \$75.00  |
| Douglas          | Christine E Furno   | 8705  | \$75.00  |
| Dover            | Felicia S Hoffman   | 6201  | \$75.00  |
| Dracut           | Kathleen M Graham   | 33000 | \$150.00 |
| Dudley           | Lori A Smith        | 11390 | \$100.00 |
| Dunstable        | Carol A Skerrett    | 3307  | \$35.00  |
| Duxbury          | Susan C Kelley      | 15937 | \$100.00 |
| East Bridgewater | Susan Gillpatrick   | 14125 | \$100.00 |
| East Brookfield  | Susan V Jacobs      | 2045  | \$35.00  |
| East Longmeadow  | Thomas P. Florence  | 16162 | \$100.00 |
| Eastham          | Cindy Nicholson     | 4987  | \$35.00  |
| Easton           | Danielle M Sicard   | 25000 | \$150.00 |
| Edgartown        | Karen R Medeiros    | 4978  | \$35.00  |
| Egremont         | Juliette Haas       | 1200  | \$35.00  |
| Erving           | Richard Newton      | 1500  | \$35.00  |
| Essex            | Pamela Thorne       | 3500  | \$35.00  |
| Fairhaven        | Carolyn A Hurley    | 15700 | \$100.00 |
| Falmouth         | Michael Palmer      | 27903 | \$150.00 |
| Florida          | Lisa H Brown        | 659   | \$15.00  |
| Foxborough       | Robert E. Cutler,Jr | 17102 | \$100.00 |

## 2020

## MTCA MEMBERSHIPS

As of : 12/2/2019

|                  |                          |       |          |
|------------------|--------------------------|-------|----------|
| Framingham       | Lisa Ferguson            | 68318 | \$150.00 |
| Franklin         | Teresa M. Burr           | 33000 | \$150.00 |
| Freetown         | Jacqueline A. Brown      | 8970  | \$75.00  |
| Georgetown       | Kerrie McManus           | 8517  | \$75.00  |
| Gill             | Doreen Stevens           | 1493  | \$35.00  |
| Goshen           | Kristen Estelle          | 976   | \$15.00  |
| Grafton          | Kandy Lavallee           | 18000 | \$100.00 |
| Granby           | Katherine A Kelly-Regan  | 6226  | \$75.00  |
| Granville        | Donna M Fillion          | 1600  | \$35.00  |
| Great Barrington | Jennifer Messina         | 7000  | \$75.00  |
| Greenfield       | Kathryn J Scott          | 18500 | \$100.00 |
| Groton           | Michael Bouchard         | 10800 | \$100.00 |
| Groveland        | Elizabeth Cunniff        | 6609  | \$75.00  |
| Hadley           | Jessica Spanknebel       | 5200  | \$75.00  |
| Halifax          | Barbara J Gaynor         | 7563  | \$75.00  |
| Hamilton         | Sharon A George          | 8430  | \$75.00  |
| Hampden          | Eva A Wiseman            | 5139  | \$75.00  |
| Hancock          | Linda C Burdick          | 734   | \$15.00  |
| Hanover          | Catherine Harder-Bernier | 14811 | \$100.00 |
| Hanson           | Elizabeth Sloan          | 9942  | \$75.00  |
| Hardwick         | Paula L Roberts          | 2879  | \$35.00  |
| Harvard          | Marlene Kenney           | 5778  | \$75.00  |
| Harwich          | Anita N Doucette         | 12800 | \$100.00 |
| Hatfield         | Lydia Szych              | 3397  | \$35.00  |
| Haverhill        | Linda Koutoulas          | 64000 | \$150.00 |
| Heath            | Hilma A Sumner           | 710   | \$15.00  |
| Hingham          | Eileen A McCracken       | 22891 | \$100.00 |
| Holbrook         | Jeanmarie Tarara         | 10791 | \$100.00 |
| Holden           | Dale T Hickey            | 19144 | \$100.00 |
| Holland          | Greg Dion                | 2318  | \$35.00  |
| Holliston        | Elizabeth T. Greendale   | 15057 | \$100.00 |
| Hopedale         | Lisa Pedroli             | 5654  | \$75.00  |
| Hopkinton        | Connor Degan             | 17393 | \$100.00 |
| Hubbardston      | Laurie Reed              | 4344  | \$35.00  |
| Hudson           | Joan M Wordell           | 19658 | \$100.00 |
| Hull             | Lori West                | 10500 | \$100.00 |
| Ipswich          | Amy Akell                | 13433 | \$100.00 |
| Kingston         | Paul M Gallagher         | 13376 | \$100.00 |
| Lakeville        | Lillian M Drane          | 11200 | \$100.00 |
| Lancaster        | Dianne Reardon           | 7096  | \$75.00  |
| Lanesborough     | Ruth Knysch              | 2300  | \$35.00  |
| Lee              | Brandi J Page            | 5100  | \$75.00  |
| Leicester        | Deborah Davis            | 11500 | \$100.00 |

## 2020

## MTCA MEMBERSHIPS

As of : 12/2/2019

|                       |                        |       |          |
|-----------------------|------------------------|-------|----------|
| Lenox                 | Kerry L. Sullivan      | 4617  | \$35.00  |
| Leverett              | Lisa Stratford         | 1852  | \$35.00  |
| Lexington             | Nathalie L. Rice       | 32478 | \$150.00 |
| Leyden                | Nicole Glabach         | 711   | \$15.00  |
| Lincoln               | Valerie Fox            | 6832  | \$75.00  |
| Longmeadow            | Katherine T Ingram     | 15543 | \$100.00 |
| Ludlow                | Kim Batista            | 18647 | \$100.00 |
| Lunenburg             | Kathryn M. Herrick     | 10811 | \$100.00 |
| Lynnfield             | Trudy L Reid           | 12769 | \$100.00 |
| Manchester-By-The-Sea | Christina J St. Pierre | 5639  | \$75.00  |
| Mansfield             | Marianne E. Staples    | 23419 | \$100.00 |
| Marblehead            | Robin A Michaud        | 19852 | \$100.00 |
| Marion                | Ray E Pickles          | 6241  | \$75.00  |
| Marshfield            | Narice A Casper        | 26500 | \$150.00 |
| Mashpee               | Deborah Dami           | 14024 | \$100.00 |
| Mattapoissett         | Catherine L Heuberger  | 6500  | \$75.00  |
| Mendon                | Ellen Agro             | 6325  | \$75.00  |
| Merrimac              | Gwendoyne Lay Sabbagh  | 6500  | \$75.00  |
| Middleborough         | Allison J Ferreira     | 23035 | \$100.00 |
| Middlefield           | Suzanne Lemieux        | 428   | \$15.00  |
| Middleton             | Ilene B. Twiss         | 9100  | \$75.00  |
| Milford               | Amy E Hennessey Neves  | 27999 | \$150.00 |
| Millbury              | Jayne Marie Davolio    | 13261 | \$100.00 |
| Millis                | Lisa Jane Hardin       | 8500  | \$75.00  |
| Millville             | Diane C. Lockwood      | 3053  | \$35.00  |
| Milton                | Susan Galvin           | 27007 | \$150.00 |
| Monson                | Mary F Watson          | 8560  | \$75.00  |
| Montague              | Deb Bourbeau           | 8500  | \$75.00  |
| Monterey              | Terry Walker           | 990   | \$15.00  |
| Montgomery            | Judith Murphy          | 783   | \$15.00  |
| Nahant                | Margaret R Barile      | 3465  | \$35.00  |
| Nantucket             | Nancy L Holmes         | 13667 | \$100.00 |
| Natick                | Diane Packer           | 33006 | \$150.00 |
| Needham               | Theodora K Eaton       | 31000 | \$150.00 |
| New Marlborough       | Katherine M. Chretien  | 1357  | \$35.00  |
| Newbury               | Leslie A. Haley        | 6415  | \$75.00  |
| Norfolk               | Carol Greene           | 9801  | \$75.00  |
| North Andover         | Laurie Burzlaff        | 32000 | \$150.00 |
| North Attleboro       | Kevin Poirier          | 28965 | \$150.00 |
| North Brookfield      | Tara A Hayes           | 4412  | \$35.00  |
| North Reading         | Barbara Stats          | 15665 | \$100.00 |
| Northborough          | Andrew T Dowd          | 14785 | \$100.00 |
| Northbridge           | Doreen A Cedrone       | 15707 | \$100.00 |

2020

MTCA MEMBERSHIPS

As of : 12/2/2019

|              |                      |       |          |
|--------------|----------------------|-------|----------|
| Northfield   | Daniel R Campbell    | 3023  | \$35.00  |
| Norton       | Lucia Longhurst      | 19031 | \$100.00 |
| Norwell      | Patricia M Anderson  | 11155 | \$100.00 |
| Norwood      | Mary Lou Folan       | 27000 | \$150.00 |
| Oak Bluffs   | Laura B Johnston     | 5595  | \$75.00  |
| Orange       | Nancy M Blackmer     | 7800  | \$75.00  |
| Orleans      | Cynthia S May        | 6190  | \$75.00  |
| Otis         | Lyn O'Brien          | 1432  | \$35.00  |
| Oxford       | Lori A Kelley        | 11965 | \$100.00 |
| Palmer       | Susan M. Coache      | 10900 | \$100.00 |
| Paxton       | Laurie Becker        | 4811  | \$35.00  |
| Pelham       | Kathleen Martell     | 1276  | \$35.00  |
| Pembroke     | Margaret Struzik     | 18809 | \$100.00 |
| Pepperell    | Jeanne Survell       | 11646 | \$100.00 |
| Peru         | Kim Leach            | 839   | \$15.00  |
| Petersham    | Diana L Cooley       | 1300  | \$35.00  |
| Phillipston  | Karin L Foley        | 1815  | \$35.00  |
| Plainfield   | Ruth Osgood          | 650   | \$15.00  |
| Plainville   | Ellen M. Robertson   | 9041  | \$75.00  |
| Plymouth     | Laurence R Pizer     | 60524 | \$150.00 |
| Plympton     | Patricia L Detterman | 2851  | \$35.00  |
| Princeton    | Ginger Toll          | 3540  | \$35.00  |
| Provincetown | Darlene Van Alstyne  | 3084  | \$35.00  |
| Randolph     | Cheryl Sass          | 34000 | \$150.00 |
| Raynham      | Marsha L. Silvia     | 13383 | \$100.00 |
| Reading      | Laura A Gemme        | 27311 | \$150.00 |
| Richmond     | Angela Garrity       | 1500  | \$35.00  |
| Rochester    | Naida Parker         | 5427  | \$75.00  |
| Rockland     | Donna Shortall       | 17861 | \$100.00 |
| Rockport     | Patricia E Brown     | 7000  | \$75.00  |
| Rowe         | Paul McLatchy, III   | 393   | \$15.00  |
| Rowley       | Susan G. Hazen       | 6400  | \$75.00  |
| Royalston    | Barbara Richardson   | 1251  | \$35.00  |
| Russell      | Jodie Paradis        | 1787  | \$35.00  |
| Rutland      | Anita K Carlson      | 9102  | \$75.00  |
| Salisbury    | Melinda J Morrison   | 7475  | \$75.00  |
| Sandisfield  | Dolores Harasyko     | 825   | \$15.00  |
| Sandwich     | Taylor D White       | 20000 | \$100.00 |
| Saugus       | Ellen J. Schena      | 24244 | \$100.00 |
| Scituate     | Kathleen A. Gardner  | 18600 | \$100.00 |
| Sharon       | Marlene B Chused     | 17131 | \$100.00 |
| Sheffield    | Felecie Joyce        | 3500  | \$35.00  |
| Shelburne    | Joseph J. Judd       | 1768  | \$35.00  |

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MTCA MEMBERSHIPS

As of : 12/2/2019

|              |                      |       |          |
|--------------|----------------------|-------|----------|
| Sherborn     | Carole B Marple      | 4493  | \$35.00  |
| Shirley      | William Oelfke       | 5800  | \$75.00  |
| Shrewsbury   | Sandra E Wright      | 33878 | \$150.00 |
| Shutesbury   | Susie Mosher         | 1820  | \$35.00  |
| Somerset     | Dolores Berge        | 17105 | \$100.00 |
| Somerville   | John J Long          | 75432 | \$150.00 |
| South Hadley | Carlene C Hamlin     | 18228 | \$100.00 |
| Southampton  | Lucille Dalton       | 6200  | \$75.00  |
| Southborough | James F. Hegarty     | 10818 | \$100.00 |
| Southbridge  | Madaline I. Bonadies | 15043 | \$100.00 |
| Southwick    | Michelle Hill        | 9502  | \$75.00  |
| Spencer      | Laura J. Torti       | 10189 | \$100.00 |
| Sterling     | Barbara J Bartlett   | 7702  | \$75.00  |
| Stockbridge  | Teresa Iemolini      | 1867  | \$35.00  |
| Stoneham     | Maria R Sagarino     | 21497 | \$100.00 |
| Stoughton    | Stephanie Carrara    | 22744 | \$100.00 |
| Stow         | Linda E Hathaway     | 7102  | \$75.00  |
| Sturbridge   | Lynne Girouard       | 9552  | \$75.00  |
| Sudbury      | Beth R. Klein        | 18400 | \$100.00 |
| Sunderland   | Wendy Houle          | 3641  | \$35.00  |
| Swampscott   | Susan J Duplin       | 14256 | \$100.00 |
| Swansea      | Diane Pelland        | 16165 | \$100.00 |
| Templeton    | Carol A. Harris      | 7500  | \$75.00  |
| Tewksbury    | Denise Graffeo       | 30417 | \$150.00 |
| Tisbury      | J.Hillary Conklin    | 4500  | \$35.00  |
| Tolland      | Susan H Voudren      | 525   | \$15.00  |
| Topsfield    | Mary E Willis        | 6737  | \$75.00  |
| Townsend     | Kathleen M Spofford  | 8744  | \$75.00  |
| Tyngsboro    | Joanne Shifres       | 11503 | \$100.00 |
| Tyringham    | April Curtin         | 544   | \$15.00  |
| Upton        | Kelly A. McElreath   | 7729  | \$75.00  |
| Uxbridge     | Kelly J Cote         | 12900 | \$100.00 |
| Wakefield    | Betsy Sheeran        | 25000 | \$150.00 |
| Wales        | Leis Phinney         | 1886  | \$35.00  |
| Walpole      | Elizabeth Gaffey     | 24307 | \$100.00 |
| Ware         | Nancy J Talbot       | 9872  | \$75.00  |
| Wareham      | Michele Bissonnette  | 21822 | \$100.00 |
| Warren       | Nancy J. Lowell      | 4494  | \$35.00  |
| Washington   | Allison Mikaniewicz  | 653   | \$15.00  |
| Wayland      | Anna Ludwig          | 14000 | \$100.00 |
| Webster      | Robert T. Craver     | 13374 | \$100.00 |
| Wellesley    | KC Kato              | 27982 | \$150.00 |
| Wellfleet    | Jennifer Congel      | 3287  | \$35.00  |

**2020**

**MTCA MEMBERSHIPS**

As of : 12/2/2019

|                     |                       |                            |                    |          |
|---------------------|-----------------------|----------------------------|--------------------|----------|
| Wendell             | Gretchen Smith        | 875                        | \$15.00            |          |
| Wenham              | Dianne K Bucco        | 4924                       | \$35.00            |          |
| West Boylston       | Elaine S. Novia       | 7669                       | \$75.00            |          |
| West Bridgewater    | Anne G. Iannitelli    | 7168                       | \$75.00            |          |
| West Brookfield     | Sarah J Allen         | 3500                       | \$35.00            |          |
| West Newbury        | Michael P McCarron    | 4252                       | \$35.00            |          |
| West Stockbridge    | Ronni Barrett         | 1363                       | \$35.00            |          |
| West Tisbury        | Tara J Whiting-Wells  | 3151                       | \$35.00            |          |
| Westborough         | Wendy L Mickel        | 18900                      | \$100.00           |          |
| Westford            | Patricia Dubey        | 22000                      | \$100.00           |          |
| Westhampton         | Cheryl Provost        | 1683                       | \$35.00            |          |
| Westminster         | Ellen M Sheehan       | 7400                       | \$75.00            |          |
| Weston              | Deborah M Davenport   | 11391                      | \$100.00           |          |
| Westport            | Marlene M Samson      | 15076                      | \$100.00           |          |
| Westwood            | Dorothy A Powers      | 15094                      | \$100.00           |          |
| Weymouth            | Kathleen A. Deree     | 53925                      | \$150.00           |          |
| Whately             | Lynn M Sibley         | 1547                       | \$35.00            |          |
| Whitman             | Dawn M. Varley        | 14641                      | \$100.00           |          |
| Wilbraham           | Carole Tardif         | 14500                      | \$100.00           |          |
| Williamsburg        | Brenda Lessard        | 2602                       | \$35.00            |          |
| Williamstown        | Mary Courtney Kennedy | 7900                       | \$75.00            |          |
| Winchendon          | Judy LaJoie           | 6298                       | \$75.00            | INACTIVE |
| Winchester          | MaryEllen Lannon      | 22500                      | \$100.00           |          |
| Windsor             | Madeline W Scully     | 871                        | \$15.00            |          |
| Worthington         | Katrin Kaminsky       | 1300                       | \$35.00            |          |
| Wrentham            | Cynthia L. Thompson   | 11674                      | \$100.00           |          |
| Yarmouth            | Philip Gaudet         | 23323                      | \$100.00           |          |
| <b>Total Count:</b> | <b>282</b>            | <b>ACTIVE MEMBER TOTAL</b> | <b>\$22,215.00</b> |          |

**AFFILIATE MEMBER**

| Town                     | Name                | Population | Total Fee |
|--------------------------|---------------------|------------|-----------|
| Amesbury                 | Christine Dixon     | 16283      | \$100.00  |
| Amherst                  | Susan Audette       | 37819      | \$100.00  |
| Beverly                  | Wes Slate           | 41214      | \$100.00  |
| Braintree                | James M Casey       | 35700      | \$100.00  |
| Cambridge                | Anthony Wilson      | 118977     | \$100.00  |
| Chicopee Registrars of V | Janina Surdyka      | 55298      | \$100.00  |
| Easthampton              | Barbara L LaBombard | 16053      | \$100.00  |
| Everett                  | Sergio Cornelio     | 41550      | \$100.00  |
| Fall River               | Alison M Bouchard   | 88962      | \$100.00  |
| Fitchburg                | Anna M Farrell      | 40318      | \$100.00  |
| Gardner                  | Alan L Agnelli      | 20228      | \$100.00  |
| Gloucester               | Joanne M. Senos     | 28789      | \$100.00  |

**2020****MTCA MEMBERSHIPS**

As of : 12/2/2019

|                        |                               |       |                   |
|------------------------|-------------------------------|-------|-------------------|
| Leominster             | Katelyn Huffman               | 46000 | \$100.00          |
| Marlborough            | Steven W Kerrigan             | 40000 | \$100.00          |
| Melrose                | Amy Kamosa                    | 25000 | \$100.00          |
| Newton                 | David A. Olson                | 86000 | \$100.00          |
| North Adams            | Deborah Pedercini             | 12085 | \$100.00          |
| Quincy                 | Nicole L Crispo               | 96622 | \$100.00          |
| Revere                 | Ashley Melnik                 | 53756 | \$100.00          |
| Salem                  | Ilene Simons                  | 41340 | \$100.00          |
| Taunton                | Rose Marie Marie Blackwell    | 55874 | \$100.00          |
| Waltham                | Robert Waddick                | 60632 | \$100.00          |
| West Springfield       | Otto J. Frizzell              | 28391 | \$100.00          |
| Woburn                 | William C Campbell            | 38120 | \$100.00          |
| <b>Total Count: 24</b> | <b>AFFILIATE MEMBER TOTAL</b> |       | <b>\$2,400.00</b> |

**ASSOCIATE**

| Town        | Name                  | Population | Total Fee |
|-------------|-----------------------|------------|-----------|
| Abington    | Barbara M Comoletti   | 15757      | \$25.00   |
| Acton       | Tara Bicknell         | 22031      | \$25.00   |
| Andover     | Susan Pimentel        | 33201      | \$25.00   |
| Andover     | Jamie Doherty         | 33201      | \$25.00   |
| Andover     | Carla Dawne Warren    | 33201      | \$25.00   |
| Ashby       | Christina Ewald       | 3122       | \$25.00   |
| Ashby       | Angela Jack           | 3122       | \$25.00   |
| Ashland     | Cindy Livingstone     | 16593      | \$25.00   |
| Attleboro   | Cheryl Perry          | 44500      | \$25.00   |
| Auburn      | Sarah Strozina        | 15712      | \$25.00   |
| Avon        | Doreen Gouthro        | 4300       | \$25.00   |
| Barnstable  | Janet Murphy          | 45193      | \$25.00   |
| Bellingham  | Ana Milot             | 15800      | \$25.00   |
| Belmont     | Nancy Casale          | 25738      | \$25.00   |
| Belmont     | Meg Piccione          | 25738      | \$25.00   |
| Belmont     | Daniel Cane           | 25738      | \$25.00   |
| Berkley     | Kerrie Perkins        | 6500       | \$25.00   |
| Berlin      | James H Wheeler       | 3000       | \$25.00   |
| Bernardston | Christina Slocum-Wysk | 2111       | \$25.00   |
| Beverly     | Lisa E Kent           | 41214      | \$25.00   |
| Blackstone  | Alison Vaillancourt   | 8612       | \$25.00   |
| Blandford   | Mary N Kronholm       | 1187       | \$25.00   |
| Bolton      | Jennifer Marquis      | 5658       | \$25.00   |
| Bourne      | Wendy J Chapman       | 21492      | \$25.00   |
| Bourne      | Brian C DeVries       | 21492      | \$25.00   |
| Bourne      | Cheryl Cobb           | 21492      | \$25.00   |
| Bourne      | Mary Fernandes        | 21492      | \$25.00   |



## 2020

## MTCA MEMBERSHIPS

As of : 12/2/2019

|                  |                             |        |         |
|------------------|-----------------------------|--------|---------|
| Boylston         | Dawn Porter                 | 4235   | \$25.00 |
| Braintree        | Debra Starr                 | 35700  | \$25.00 |
| Brewster         | Jayanne Sci                 | 9400   | \$25.00 |
| Bridgewater      | Christine Nemes             | 26500  | \$25.00 |
| Bridgewater      | Jolie Sprague-Martin        | 26500  | \$25.00 |
| Buckland         | Elizabeth Cerone            | 1850   | \$25.00 |
| Burlington       | Linda McNeill               | 25426  | \$25.00 |
| Cambridge        | Paula M Crane               | 118977 | \$25.00 |
| Canton           | Gale McHugo                 | 21759  | \$25.00 |
| Carlisle         | Peggy E Wang                | 5250   | \$25.00 |
| Charlton         | Eric Tully                  | 12824  | \$25.00 |
| Chatham          | Paula Tobin                 | 6200   | \$25.00 |
| Chelmsford       | MaryLou Carney              | 32365  | \$25.00 |
| Chesterfield     | Jennie Lamour               | 1250   | \$25.00 |
| Clinton          | Rebecca Schoolcraft         | 13606  | \$25.00 |
| Concord          | Patricia A. Clifford        | 18957  | \$25.00 |
| Concord          | Arlene Fitzpatrick          | 18957  | \$25.00 |
| Dalton           | Michele Blake               | 6407   | \$25.00 |
| Dartmouth        | Victoria Garie              | 31012  | \$25.00 |
| Dartmouth        | Kelly Thompson              | 31012  | \$25.00 |
| Dedham           | Kristen Morse               | 23332  | \$25.00 |
| Deerfield        | Jennifer Wallace            | 5001   | \$25.00 |
| Dennis           | Kelly O'Donnell             | 13373  | \$25.00 |
| Dennis           | Sara McDonald               | 13373  | \$25.00 |
| Dighton          | Pamela Waller               | 8100   | \$25.00 |
| Douglas          | Lisa A Postma               | 8705   | \$25.00 |
| Dracut           | Susan Hardy                 | 33000  | \$25.00 |
| Dracut           | Jayne Boissonneault         | 33000  | \$25.00 |
| Dudley           | Jacqueline M Phelps         | 11390  | \$25.00 |
| Duxbury          | Linda Salvati               | 15937  | \$25.00 |
| East Bridgewater | Michele Doll                | 14125  | \$25.00 |
| East Bridgewater | Kathleen Cavanagh           | 14125  | \$25.00 |
| East Longmeadow  | Jeanne Quaglietti           | 16162  | \$25.00 |
| Eastham          | Linda Sassi                 | 4987   | \$25.00 |
| Easthampton      | Mary Ann Giza               | 16053  | \$25.00 |
| Easton           | Peter Van Der Hey           | 25000  | \$25.00 |
| Easton           | Pamela Menconi              | 25000  | \$25.00 |
| Edgartown        | Kimberly M Speight          | 4978   | \$25.00 |
| Erving           | Elizabeth Sicard            | 1500   | \$25.00 |
| Everett          | Linda-Lee Angiolillo        | 41550  | \$25.00 |
| Everett          | David Ragucci               | 41550  | \$25.00 |
| Fairhaven        | Linda Fredette              | 15700  | \$25.00 |
| Fall River       | Ines da Silva Paulino Leite | 88962  | \$25.00 |

## 2020

## MTCA MEMBERSHIPS

As of : 12/2/2019

|               |                        |       |         |
|---------------|------------------------|-------|---------|
| Fall River    | Kelly Souza-Young      | 88962 | \$25.00 |
| Falmouth      | Laurie Robbins         | 27903 | \$25.00 |
| Foxborough    | Claudine Gover         | 17102 | \$25.00 |
| Framingham    | Emily Butler           | 68318 | \$25.00 |
| Franklin      | Nancy Danello          | 33000 | \$25.00 |
| Freetown      | Cheryl Estrella        | 8970  | \$25.00 |
| Gloucester    | Grace Poirier          | 28789 | \$25.00 |
| Goshen        | Gina Papineau          | 976   | \$25.00 |
| Greenfield    | Geneva Bickford        | 18500 | \$25.00 |
| Groton        | Frances Stanley        | 10800 | \$25.00 |
| Groton        | Nancyellen Pierce      | 10800 | \$25.00 |
| Halifax       | Susan M Lawless        | 7563  | \$25.00 |
| Hampden       | Sheila H Slate         | 5139  | \$25.00 |
| Hanover       | Meg Pallotta           | 14811 | \$25.00 |
| Hanson        | Jean Kelly             | 9942  | \$25.00 |
| Harvard       | Catherine Bowen        | 5778  | \$25.00 |
| Harwich       | Mary A Maslowski       | 12800 | \$25.00 |
| Hatfield      | Alaina E Wilcox        | 3397  | \$25.00 |
| Haverhill     | Laura Angus            | 64000 | \$25.00 |
| Holden        | Elizabeth Monahan      | 19144 | \$25.00 |
| Holland       | Ginger Buteau          | 2318  | \$25.00 |
| Hopedale      | Beverly Knapik         | 5654  | \$25.00 |
| Hopkinton     | Lynn Kelly             | 17393 | \$25.00 |
| Hubbardston   | Kelly Parker           | 4344  | \$25.00 |
| Lakeville     | Jessie R Berry         | 11200 | \$25.00 |
| Lancaster     | Melissa L Pelletier    | 7096  | \$25.00 |
| Leicester     | Amy Lapierre           | 11500 | \$25.00 |
| Leicester     | Susan Zuscak           | 11500 | \$25.00 |
| Leominster    | Maribel Perez          | 46000 | \$25.00 |
| Leominster    | Anne Kadlec            | 46000 | \$25.00 |
| Leominster    | Titi Siriphan          | 46000 | \$25.00 |
| Lexington     | Dianne Sperber         | 32478 | \$25.00 |
| Lincoln       | Barbara Rhines         | 6832  | \$25.00 |
| Lincoln       | Susan Francis          | 6832  | \$25.00 |
| Longmeadow    | Jackie Sullivan        | 15543 | \$25.00 |
| Lunenburg     | Ellen Griffin          | 10811 | \$25.00 |
| Marion        | Lissa Magauran         | 6241  | \$25.00 |
| Marlborough   | Wilson Chu             | 40000 | \$25.00 |
| Marshfield    | Theresa Wening         | 26500 | \$25.00 |
| Mattapoissett | Jodie Mazerolle-Camara | 6500  | \$25.00 |
| Melrose       | Melissa Ripley         | 25000 | \$25.00 |
| Melrose       | Joanne Perperian       | 25000 | \$25.00 |
| Melrose       | Amy Heidebricht        | 25000 | \$25.00 |

## 2020

## MTCA MEMBERSHIPS

As of : 12/2/2019

|                 |                     |       |         |
|-----------------|---------------------|-------|---------|
| Middlefield     | Lois Leonardo-Bell  | 428   | \$25.00 |
| Middleton       | Carmelina Fiore     | 9100  | \$25.00 |
| Milford         | Melanie Laughlin    | 27999 | \$25.00 |
| Milford         | Dawn Naff           | 27999 | \$25.00 |
| Milford         | Danielle Petrowski  | 27999 | \$25.00 |
| Millis          | Susan Vara          | 8500  | \$25.00 |
| Millis          | Kathleen Smith      | 8500  | \$25.00 |
| Milton          | Gayle M Neville     | 27007 | \$25.00 |
| Montague        | Kathern Pierce      | 8500  | \$25.00 |
| Nantucket       | Laura Raimo         | 13667 | \$25.00 |
| Norfolk         | Anthony Turi        | 9801  | \$25.00 |
| North Andover   | Suzanne Pelich      | 32000 | \$25.00 |
| North Andover   | Patricia Sifferlin  | 32000 | \$25.00 |
| North Andover   | Angela Ciofalo      | 32000 | \$25.00 |
| North Attleboro | Patricia Dolan      | 28965 | \$25.00 |
| Northborough    | Karen Wilber        | 14785 | \$25.00 |
| Northbridge     | Linda B. Zywiec     | 15707 | \$25.00 |
| Norton          | Brooke Durden       | 19031 | \$25.00 |
| Norwood         | Patricia Ralph      | 27000 | \$25.00 |
| Oak Bluffs      | Colleen Morris      | 5595  | \$25.00 |
| Orleans         | Kelly Darling       | 6190  | \$25.00 |
| Pembroke        | Andraea McEttrick   | 18809 | \$25.00 |
| Pepperell       | Joan Ladik          | 11646 | \$25.00 |
| Phillipston     | Susan Larrabee      | 1815  | \$25.00 |
| Plymouth        | Pearl M. Sears      | 60524 | \$25.00 |
| Plympton        | Jill Palenstijn     | 2851  | \$25.00 |
| Provincetown    | Ana Ruiz            | 3084  | \$25.00 |
| Randolph        | Kristin McDonald    | 34000 | \$25.00 |
| Raynham         | Lisa Dagesse        | 13383 | \$25.00 |
| Raynham         | Amy Canepa          | 13383 | \$25.00 |
| Revere          | Diane Colella       | 53756 | \$25.00 |
| Richmond        | Marie Y Ryan        | 1500  | \$25.00 |
| Rockland        | Christine Campanile | 17861 | \$25.00 |
| Rockland        | Liza Landry         | 17861 | \$25.00 |
| Rockport        | Linda A. Emerson    | 7000  | \$25.00 |
| Rutland         | Daymian Bartek      | 9102  | \$25.00 |
| Salem           | Maureen Fisher      | 41340 | \$25.00 |
| Salem           | Rochelle Sport      | 41340 | \$25.00 |
| Salisbury       | Lynne Karpenko      | 7475  | \$25.00 |
| Sandisfield     | Pauline Bakunis     | 825   | \$25.00 |
| Saugus          | Stephanie Hardy     | 24244 | \$25.00 |
| Scituate        | Heather Nugent      | 18600 | \$25.00 |
| Sherborn        | Jackie Morris       | 4493  | \$25.00 |

## 2020

## MTCA MEMBERSHIPS

As of : 12/2/2019

|                  |                        |       |         |
|------------------|------------------------|-------|---------|
| Sherborn         | Tony Abril             | 4493  | \$25.00 |
| Shrewsbury       | Sharyn M Thomas        | 33878 | \$25.00 |
| Shutesbury       | Grace Bannasch         | 1820  | \$25.00 |
| Somerset         | Kathleen Maiato        | 17105 | \$25.00 |
| Somerville       | Jenneen Pagliaro       | 75432 | \$25.00 |
| South Hadley     | Sarah B Gmeiner        | 18228 | \$25.00 |
| Southborough     | Michelle Jenkins       | 10818 | \$25.00 |
| Southborough     | Amy Berry              | 10818 | \$25.00 |
| Southwick        | Sherri Hawes           | 9502  | \$25.00 |
| Southwick        | Jessica Menzone        | 9502  | \$25.00 |
| Spencer          | Brynn L. Johnson       | 10189 | \$25.00 |
| Sterling         | Kathleen Farrell       | 7702  | \$25.00 |
| Stoughton        | Kellie Johnson         | 22744 | \$25.00 |
| Stow             | Debra Seith            | 7102  | \$25.00 |
| Sudbury          | Beth Perry             | 18400 | \$25.00 |
| Sudbury          | Rose M Miranda         | 18400 | \$25.00 |
| Sudbury          | Lauren Goddard         | 18400 | \$25.00 |
| Swansea          | Stacey L Moniz         | 16165 | \$25.00 |
| Swansea          | Celine E Brown         | 16165 | \$25.00 |
| Tewksbury        | Michele Sullivan       | 30417 | \$25.00 |
| Townsend         | Jessica Funaiole       | 8744  | \$25.00 |
| Upton            | Denise Smith           | 7729  | \$25.00 |
| Wakefield        | Denise Oates           | 25000 | \$25.00 |
| Wakefield        | Rosemary Morgan        | 25000 | \$25.00 |
| Walpole          | Laura Bamford          | 24307 | \$25.00 |
| Waltham          | Joseph W Vizard        | 60632 | \$25.00 |
| Wendell          | Sheila Rowe            | 875   | \$25.00 |
| West Boylston    | Lynn Harding-McGrail   | 7669  | \$25.00 |
| West Bridgewater | Sharon Ledin           | 7168  | \$25.00 |
| Westborough      | Deborah Ledoux         | 18900 | \$25.00 |
| Westford         | Alyssa Ingalls         | 22000 | \$25.00 |
| Westford         | Andrew Sherman         | 22000 | \$25.00 |
| Westminster      | Marybeth Haley-Cormier | 7400  | \$25.00 |
| Weston           | Dianne Poole           | 11391 | \$25.00 |
| Westwood         | Teresa A Riordan       | 15094 | \$25.00 |
| Weymouth         | Lee Ann Hultin         | 53925 | \$25.00 |
| Weymouth         | Christine Rose         | 53925 | \$25.00 |
| Wilbraham        | Deborah M Brennan      | 14500 | \$25.00 |
| Winchester       | Joanne Taft            | 22500 | \$25.00 |
| Wrentham         | Ellen Wojcik           | 11674 | \$25.00 |
| Yarmouth         | Susan Regan            | 23323 | \$25.00 |

Total Count: 197

ASSOCIATE TOTAL

\$4,925.00

**2020**  
**MTCA MEMBERSHIPS**

As of: 12/2/2019

**CITY STAFF**

| Town                  | Name                | Population              | Total Fee     |
|-----------------------|---------------------|-------------------------|---------------|
| North Adams           | Catherine H Verrier | 12085                   | \$0.00        |
| <b>Total Count: 1</b> |                     | <b>CITY STAFF TOTAL</b> | <b>\$0.00</b> |

**NEW CLERK**

| Town                  | Name             | Population             | Total Fee     |
|-----------------------|------------------|------------------------|---------------|
| Winchendon            | Wendy A. Stevens | 6298                   | \$0.00        |
| <b>Total Count: 1</b> |                  | <b>NEW CLERK TOTAL</b> | <b>\$0.00</b> |

**RETIRED**

| Town                  | Name                  | Population           | Total Fee      |                    |
|-----------------------|-----------------------|----------------------|----------------|--------------------|
| Barnstable            | Linda Hutchenrider    | 45193                | \$10.00        |                    |
| Foxborough            | Arlene Marie Crimmins | 17102                | \$10.00        |                    |
| Harvard               | Janet A. Vellante     | 5778                 | \$10.00        |                    |
| Ipswich               | Pamela Z Carakatsane  | 13433                | \$10.00        |                    |
| Mendon                | Margaret Bonderenko   | 6325                 | \$10.00        |                    |
| Swansea               | Susan E Taveira       | 16165                | \$10.00        |                    |
| Westminster           | Denise MacAloney      | 7400                 | \$10.00        |                    |
| <b>Total Count: 7</b> |                       | <b>RETIRED TOTAL</b> | <b>\$70.00</b> |                    |
|                       |                       |                      | <b>TOTAL</b>   | <b>\$29,610.00</b> |



MASSACHUSETTS  
TOWN CLERKS' ASSOCIATION

TO: MTCA Executive Board

FROM: CMMC Certification Board  
Lori A. Kelley, CMC/CMMC, Certification Board Secretary

DATE: May 14, 2019

RE: CMMC Certification Board Policies and Procedures

On behalf of the CMMC Certification Board, we wish to inform the members of the Executive Board of several matters that have been addressed by this Board based upon questions or issues that have arisen during the past year.

- Clarification will be added to Certification Policies and Procedures: In order to apply for re-certification, the required number of classes will need to be taken prior to the conference at which re-certification would be awarded.
- Clarification will be added to Certification Policies and Procedures: In the event that certification lapses prior to applying for recertification, re-taking the certification exam will be required. (note that the Certification Administrator sends notification when a Clerk is due to re-certify).
- Following a request from a Town Clerk, and after considerable discussion by the Certification Board, we have agreed to increase the number of required classes for re-certification from four classes to six classes, still to be completed within four years, effective as of the June 2020 conference. Therefore, the required number of classes for re-certification will be consistent with the required number of classes for the initial certification.

In researching such matters, we have been able to locate old Certification Board Minutes. We feel it is important to compile various votes and procedures and create a "Policies and Procedures Manual" for use by future exam Administrators and Boards.

We hope to have a draft of the policies and procedures prepared by the June conference. According to the MTCA By-laws, the Certification Board is "charged with the responsibility to plan, coordinate, develop and implement" the certification and re-certification program. However, we wish to make the E-board aware of this undertaking and to request that you notify the Certification Board if there is any objection.



## MASSACHUSETTS TOWN CLERKS' ASSOCIATION

TO: MTCA Executive Board

FROM: Barbara L. LaBombard, MTCA Certification Administrator *BL*

RE: CMMC policy document and requested amendment to the MTCA By-Laws

DATE: November 25, 2019

At a meeting of the CMMC Certification Board in June, a document outlining the policies and procedures of the CMMC process was reviewed. It was created to more clearly describe the process for certification and incorporate the various votes taken by CMMC boards over the years into one document.

The past year has also brought a number of situations to our attention that we felt needed to be "put in writing". After review and some editing, the attached document was approved by the CMMC board. It should be noted that this document is public and we encourage it to be placed on the MTCA website so that members can better understand the certification process.

A second document for use by future Certification Administrators has also been approved. It includes everything in the public document, plus detailed administrative instructions.

In creating the policy document, we felt the CMMC test should be reviewed on an annual basis. That decision will require a minor change in the MTCA by-laws under Article VII, as follows:

### 2. MTCA Certification/Examination Board

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**Purpose:** ~~Charged with the responsibility to plan, coordinate, develop and implement the MTCA Certification Program (CMMC) and recertification program. Establishes course guidelines for the Education Committee which are consistent with the CMMC certification program. (Revised 6.12.2014)~~

- a. Five (5) members, one (1) of whom shall be the MTCA Certification Administrator, and four (4) members appointed at large by the Executive Board by June 30 for three-year staggered terms, so that not more than two members are replaced in any one year. (Revised 6.12.2014)

- b. Members of the Board must have successfully completed the Certification Program.
- c. The Certification/Examination Board shall review the exam ~~every five (5) years annually~~ for updates.

Your support of this amendment would be appreciated and we ask that you bring this change to the membership for approval. We feel it is important to do at least a quick review of the test every year because of the ever changing laws and processes.

It would be my suggestion as Administrator that at some point a complete over-haul of the test be done. It is apparent to me that there are many questions that should be replaced, but that job would require more work than one person can do. In the meantime, an annual review of the questions will hopefully catch questions that are no longer relevant.

I have also attached a memo dated May 14, 2019 in which CMMC Secretary Lori Kelley addresses several issues that we had dealt with during the past year. Those items have been included in the policy document.

In closing, Executive Board members are reminded that as of the June, 2020 conference, SIX classes will be needed for CMMC recertification. I will be reviewing the clerks who will be coming up for recertification in June and if any look to be falling short of the six classes, they will be notified of this prior to the Devens conference.

CMMC Board member Nancy Blackmer and I will be in attendance at your December meeting if you have any questions or concerns about the CMMC policy document.





**MASSACHUSETTS  
TOWN CLERKS' ASSOCIATION**

**TO:** MTCA Executive Board

**FROM:** CMMC Certification Board  
Lori A. Kelley, CMC/CMMC, Certification Board Secretary

**DATE:** May 14, 2019

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**SECTION 1. MTCA Certification/Examination Board**

- a. **Purpose:** Charged with the responsibility to plan, coordinate, develop and implement the MTCA Certification Program (CMMC) and recertification program. Establishes course guidelines for the Education Committee which are consistent with the CMMC certification program. *(MTCA E-Board revised 6.12.2014)*
- b. Five (5) members, one (1) of whom shall be the MTCA Certification Administrator, and four (4) members appointed at large by the Executive Board by June 30 for three-year staggered terms, so that not more than two members are replaced in any one year. *(MTCA E-Board revised 6.12.2014)*
- c. Members of the Board must have successfully completed the Certification Program.
- d. The Certification/Examination Board shall review the exam **annually**\* for updates. **\*Needs approval to change MTCA by-law.**

**SECTION 2. Certification Administrator (excerpt from MTCA by-laws)**

- a. **Purpose:** Charged with the responsibility of administering the MTCA Certification Program and serves as a member of the Certified Massachusetts Municipal Certification/Examination Board.
- b. Appointed by the Executive Board for a three-year term by June 30.

**SECTION 3. Certification Examination Guidelines & Process**

- a. Applicants must have at least three years of experience\* as Town Clerk\*\* and must have completed a minimum of six required courses sponsored by the Massachusetts Town Clerks' Association (MTCA). Classes must be taken at MTCA conferences. Required courses cover the following subjects: vital records, elections, town meetings, Chapter 40A, Chapter 41, census/street listing, open meeting law, ethics, public records and others as may be determined by the Education and Certification Committees.

Proof of election or appointment must be submitted with the application *(June, 2001)*

~~\*A clerk who has been serving as an Acting Town Clerk for more than three years may be allowed to take the certification exam, subject to approval of the Certification Committee and on a case-by-case basis. *(Exception approved Feb. 7, 2019)*~~

\*\*Assistant Clerks are not eligible to take the CMMC exam. *(Approved Feb. 8, 2001; confirmed June 15, 2017)*

- b. The Certification Administrator ("Administrator") must receive applications by Dec. 15<sup>th</sup> for the January exam, and June 30<sup>th</sup> for the July exam. The Administrator will verify the courses taken by the applicants from the MTCA database. Applications will be rejected and fees returned for the following reasons: application not received by the deadline; application incomplete; correct fee not sent; or

certificate of required courses is not acceptable. An applicant may re-submit for the same exam period provided the deadline and all other requirements are met.

- c. All January examinations will be mailed simultaneously by certified mail, return receipt requested, between January 1<sup>st</sup> and 7<sup>th</sup>. All July examinations will be mailed simultaneously by certified mail, return receipt requested, between July 16<sup>th</sup> and July 23<sup>rd</sup>.
- d. Completed exams must be postmarked no later than February 10<sup>th</sup> for the January exam and August 25<sup>th</sup> for the July exam. Applicants are **STRONGLY** advised to return completed exams by certified mail, return receipt requested.
- e. Applicants will be notified by mail of the results of their exams. Notifications will be mailed by March 1<sup>st</sup> for the January exam and September 15<sup>th</sup> for the July exam. A copy of the notification must be submitted with the application for Massachusetts' 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 exam must be repeated.
- f. Applicants who fail to return the exam, fail to return it on time, or do not receive a passing score, will be required to submit a new application and fee when requesting a new exam.
- g. A passing score for the exam is 80. Applicants are advised that they will need to access the Massachusetts General Laws to complete the exam successfully.

#### **SECTION 4. FEE SCHEDULE:**

- a. Payment shall be by check made payable to the MTCA as follows:
  - Application to take the certification examination: \$50.00
  - Application for certification after passing examination: \$25.00
  - Application for re-certification: \$15.00

#### **SECTION 5. PROCESS FOR MAILING CERTIFICATION EXAMINATION:**

- a. All exams are sent out simultaneously (see Section 3c) by certified mail, return receipt requested.
- b. Accompanying the exam are blank marking sheets for the three sections (Elections, Vitals and Miscellaneous). Test takers are instructed to return the answer sheets only.
- c. Test takers are required to sign and return a brightly colored sheet of paper containing the following statement: *"I hereby certify that I have received the MTCA Examination and I am aware that the test must be taken on my own. I also certify that I will keep the exam and answers secure and confidential, and that I will not share any information with any unauthorized person. I will jeopardize my integrity by taking the test, or sharing answers, with any other person."* A self-addressed, stamped envelope will be provided to return this signed statement. (Approved Sept. 12, 2007)

**SECTION 6. GUIDELINES FOR SCORING & NOTIFICATION OF PASSAGE or FAILURE:**

- a. The Administrator shall score the returned exams as soon as possible after receipt.
- b. Each question has a value of .40
- c. Election calendar questions will receive full credit if all dates are correct, ½ credit if more than half of the dates are correct and no credit if more than half the dates are incorrect.

**Scoring Example:**

15 elections questions are incorrect  
20 vitals questions are incorrect  
10 miscellaneous questions are incorrect  
45

**TOTAL INCORRECT: 45**

45 incorrect x .40 = 18.00  
100 minus 18 = 82.00

*Passing grade = 80.00 so the test taker PASSES THE EXAM. Up to 50 questions can be answered incorrectly for a passing grade.*

**SECTION 7. EXAM APPEAL PROCESS:**

An applicant who is advised that they have failed the examination will have 30 days from the date of notice to file a written appeal with the Administrator. The applicant shall be notified of a hearing date before the Certification/Examination Board. The appeal may either be conducted in person or by email. Decisions of the Board will be final.

**SECTION 8. BOARD REVIEW OF QUESTIONS.**

The Certification Board will review the exams annually\* to insure that any changes in MGL or processes are kept current. (Policy suggested 2/2019) \*Needs approval to change MTCA by law

**SECTION 9. APPLICATION FOR CERTIFICATION, INCLUDING POINTS LISTING:**

- 
- a. 50 points shall be earned by successfully passing the certification exam.
  - b. The additional 50 points shall be earned through college degrees and courses, business school, Municipal Clerks Institute and Academy, MTCA education courses, committee participation and experience. The Certification Board reserves the right to award points, on an individual basis, for special projects and active participation in relevant areas.
  - c. Application for certification must be made within one year of successfully passing the exam. For a test taken in July, the deadline to apply is July 31<sup>st</sup> the following year; for a test taken in January, the deadline to apply is January 31<sup>st</sup> the following year.

d. The following points shall count towards certification:

|  |  |
|--|--|
| -Business School (1 year certificate)                                | 5 points                                     |
| -Associate's degree  | 10 points                                    |
| -Bachelor's degree   | 15 points                                    |
| -Master's degree   | 20 points                                    |
| -Doctoral degree   | 25 points                                    |
| -College credits   | ½ point per credit hour                      |
| -Municipal Clerks' Institute, <u>or</u><br>CMC designation*          | 6 points (2 points per year)                 |
| -NEMCI Academy classes<br>week)                                      | 10 points                                    |
| -Athenian Dialogue   | 2 points (full week class); 1 point (partial |
| -MMC designation*  | 1 point                                      |
| -MA Municipal Clerks Archival Education Program**                    | 15 points                                    |
| -MTCA Education Courses (above 6 required to take exam)              | 5 points per part (course)                   |
| -MTCA Mentoring Classes  | 1 point per 3 hour class                     |
| -MA County Assoc. classes (needs prior approval – <i>see below</i> ) | 2 points per 6 hour class                    |
| -Instructor  | 1 point per 3 hour class                     |
|  | 1-2 points                                   |
| -Project (needs prior approval)                                      | 25 points max.                               |
| -Officer of State, Regional Association                              | 10 points max.                               |
| -Committee participation   | 10 points max.                               |
| -Clerk experience (25 points max.):                                  |  |
| Town Clerk   | 5 points/year                                |
| Asst. Town Clerk   | 2.5 points/year                              |
| -Other related experience  | 10 points max.                               |

\*CMC or MMC, not both

\*\*Approved June 12, 2014

e. For the CMMC application, courses taken outside of MTCA conferences which fulfill the following requirements may be considered for points:

- i. The instructor must be a State Instructor and must submit a brief summary of the topic to the Certification Administrator with the certified attendance records, along with a certification that the course was a minimum of three (3) hours in length. (*Amended May 28, 2013*).
- ii. Every Town Clerk in the Commonwealth must be notified via CVR email of the opportunity to attend such course.

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- iii. Only two (2) courses of this nature will be credited towards certification or re-certification per certification or re-certification cycle.
- iv. A sign-in sheet must be signed by all clerks in attendance and forwarded to the Certification Administrator.
- v. County Association courses will not be accepted as one of the six courses required to take the CMMC examination. They may, however, be used to apply for CMMC certification after successfully passing the exam. (*Amended May 28, 2013*)

- vi. The course description must be submitted to the Administrator for approval prior to the date of the class.

*Subsection (e) approved by votes taken on November 19, 2001, February 8, 2007 and May 28, 2013*

#### **SECTION 10. NOTIFICATION OF CERTIFICATION, PRESS RELEASE AND MGL for \$1,000**

- a. The Administrator shall review the submitted application and required documentation (diplomas, certificates, etc.) and confirm that payment has been received. If 100 points are proven, then notice shall be sent to the clerk indicating their successful certification.
- b. Notice shall be also be sent with information about MGL Chapter 41, Section 19K. Additional compensation for town clerk:

"In any town, that accepts this section, a town clerk who has completed the necessary courses of study and training, and has been awarded a certificate by the Massachusetts Town Clerks' Association as a certified Massachusetts municipal clerk, shall receive as compensation from such town, in addition to the regular annual compensation paid by such town for services in such office, an annual amount equal to 10 per cent of such regular annual compensation, but not more than \$1,000 per year. In order to qualify for such additional compensation, a town clerk shall submit to the board of selectmen of such town proof of the award of such certificate. The additional compensation provided in this section shall be prorated for any 12 month period in which an eligible person does not hold the office of town clerk for 12 consecutive months. Such additional compensation shall discontinue when certification is discontinued or withdrawn."

#### **SECTION 11. RECERTIFICATION GUIDELINES & PROCESS:**

- a. Certifications shall last for four (4) years from either the initial certification or from the date of the last re-certification. The official date of certification expiration shall be the last day of the month in which the conference is held and certificates are presented. This date shall apply even if a clerk is unable to attend and the certificate is presented at a later conference.
- b. Qualifications to re-certify:  
In order to qualify for recertification, a total of six (6) MTCA classes must be completed by the conference prior to the recertification be awarded. Required classes may not be taken at the conference at which the certification will be presented. *(Example: for a re-certification to be awarded at the spring/summer conference, the required number of classes must be completed by the conclusion of the winter conference).*

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Classes must be taken at MTCA conferences.

*\*Effective as of the June, 2020 conference, the number of classes required for recertification increases from four (4) to six (6) MTCA conference classes. (Approved June 13, 2019)*

- c. Application for re-certification:
  - i. Following the conclusion of each MTCA conference, the Administrator will review the list of clerks whose re-certification is due to expire at the following conference. Applications for renewal will then be sent to each clerk, allowing sufficient time for response and payment. Proof

of class attendance will be sought by the Administrator from the MTCA database. The Administrator will process payment and update the clerk's record in the MTCA database. Checks are to be transmitted periodically to the MTCA Treasurer.

- ii. Notification of successful re-certification should be sent to each clerk prior to the conference.
- d. If, after review of classes by the administrator, a clerk appears to not have the required number of classes needed for re-certification, the Administrator shall reach out to the individual. It will be the responsibility of the clerk to provide proof that he/she has taken sufficient classes to be re-certified. If not, the clerk's CMMC certification shall lapse as of the certification expiration date.

#### **SECTION 12. CLERK STATUS CHANGES**

If a certified clerk retires or otherwise leaves office, they will be moved to "inactive" status. If, within the four years since being re-certified, the individual takes another permanent Town Clerk position, they will be moved back to "active" status.

If, however, more than four years have passed, they may only be recertified after beginning the process again, including taking the examination.

| DATE/TIME   | COORDINATORY PRESENTER | # SIGNED UP | COURSE NAME/ROOM  | INSTRUCTORS             | Web Link for Evaluations | MEAL TICKET | SPEAKER TABLE CHAIRS | OTHER EQUIP   |
|---|------------------------|-------------|---|-------------------------|--------------------------|-------------|----------------------|---|
| Wednesday<br>1:00pm - 4:00pm<br>*****<br>Break: ?               | Jayne Davoko           |             | Session A: Work life balance in the 21st Century                                    | Jim Ognibene            |                          |             |                      | 4<br>Podium<br>microphone setups or wireless<br>Projector/Screen<br>Projector Screen<br>Table for projector |
| Thursday<br>9:00am - 12:00pm<br>*****<br>Break: 10:15am-10:45pm | Mary De Alderete       |             | Session B: Primaries, Early Voting and UOCAVA's for a Presidential Primary Election | Michelle Tassinerl      |                          |             |                      | Podium<br>Wireless Microphone<br>Projector/Screen<br>Projector Screen<br>Table for projector                |
| Thursday<br>9am - 12noon<br>*****<br>Break: 10:15am-10:45am     | Karl Taani             |             | Session C: Street list to Voter List  | Brigid Battell          |                          |             |                      | Podium<br>Projector/Screen<br>Projector Screen<br>Table for projector                                       |
| Thursday<br>9am - 12Noon<br>*****<br>Break: 10:15am-10:45am     | Valerie Fox            |             | Session D: Boards and Committees  | Lauren Goldberg, KP Law |                          |             |                      | Podium<br>Projector/Screen<br>Projector Screen<br>Table for projector                                       |
| Thursday<br>10:45am - 2:00pm<br>*****<br>Break: 3:00pm-3:30pm   | Mary De Alderete       |             | Session E: Primaries, Early Voting & UOCAVA's for a Presidential Primary Election   | Michelle Tassinerl      |                          | 1           |                      | Podium<br>Microphone<br>Projector/Screen<br>Projector Screen<br>Table for projector                         |
| Thursday<br>2:00pm - 5:00pm<br>*****<br>Break: 3:00pm-3:30pm    | Valerie Fox            |             | Session F: Election Cyber Security  | Karyn Cadogan           |                          |             |                      | Podium<br>Microphone<br>Projector/Screen<br>Projector Screen<br>Table for projector                         |
| Thursday<br>2:00pm - 5:00pm<br>*****<br>Break: 3:00pm-3:30pm    | Nathalie Ricas         |             | Session G: Attorney General - Statutory Obligation and Best Practices               | Nicole Caprioli         |                          |             |                      | Podium<br>Microphone<br>Projector/Screen<br>Projector Screen<br>Table for projector                         |
| Friday<br>9am - 12noon<br>*****<br>Break: 10:15am-10:45am       | Valerie Fox            |             | Session H: Vitals - recent amendments focus   | Alex Forman             |                          |             |                      | Podium<br>Microphone<br>Projector/Screen<br>Projector Screen<br>Table for projector                         |



## Talbot, Nancy

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**From:** Wendy Mickel <[wmickel@town.westborough.ma.us](mailto:wmickel@town.westborough.ma.us)>  
**Sent:** Wednesday, December 4, 2019 1:46 PM  
**To:** Talbot, Nancy  
**Subject:** Jazzercise at Devens

**CAUTION:** This email originated from outside of the Town of Ware organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Nancy,

Below is the email exchange I had with Nicola, the Jazzercise owner. She is out of the country for a few weeks. If we want her we can confirm our expectations! \$50!! How could we go wrong ☺

I also contacted a performance group the does 1-2 hr plays that are entertaining. I have not received an email from her but that was \$675 (I think). It could be done as an after dinner show. Very entertaining. But nothing in writing from them yet.

Wendy

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Hi Wendy,

I wanted to confirm that I didn't have any conflicts and I wanted to figure out where Devens is. Not too far.

I don't know if you want to do all three days, two days, or just one day, or perhaps one day Yoga and one day Jazzercise (classic), or some combination. You indicated three days 5, 6, 7 Feb, but I am assuming people leave for home on the last day. You let me know, we are flexible.

The only thing we aren't so flexible on is Yoga. Suzi teaches an amazing Yoga class that is great for non-yoga folks. As you know she gives wonderful instruction and she would love to do this. She has been instructing for a few years now, but won't believe us when we say she is amazing. However, she can only do Wednesday 5th.

I can teach any of the days you mentioned.  
We would like \$50 per class, to cover travel costs.

I hope this price is agreeable and we can work something out.

Best,  
Nicola

On Tue, Nov 26, 2019 at 1:23 PM Wendy Mickel <[wmickel@town.westborough.ma.us](mailto:wmickel@town.westborough.ma.us)> wrote:

Hi Nicola,

I just wondered if you had put together a price for a class. I love the classic jazz and exercise...maybe just an hour total. I'm off tomorrow & Friday if you are free. Or we can just email, text or phone 508-353-9565. I have a meeting next Friday, Dec 6<sup>th</sup> that I'd like to be able to give them a price for a class. Thanks!

Wendy

Respectfully,

MTCA Executive Board  
Social Secretary

October 2019 to December 2019

December 5, 2019

| <b>Type:</b>  | <b>To:</b>                    | <b>Reason:</b>  |
|---------------|-------------------------------|---|
| Sympathy Card | Nancy Morrison's<br>Sons      | Death of Nancy Morrison<br>Former Town Clerk West Bridgewater |
| Sympathy Card | Anne Iannitelli &<br>Family   | Death of Mother In Law  |
| Sympathy Card | Stephanie Carrara &<br>Family | Death of Stephanie's Mother                                   |
| Sympathy Card | Kelly McElreath &<br>Family   | Death of Kelly's Father                                       |