



## **MASSACHUSETTS TOWN CLERKS' ASSOCIATION**

**EXECUTIVE BOARD MEETING  
HOTEL 1620 – PLYMOUTH, MA  
WEDNESDAY JUNE 9, 2021  
10 AM**

**Meeting opened by President**

**Roll Call**

**Approval of Minutes – Wendy Mickel, Secretary  
February 25, 2021 (meeting via zoom)  
April 1, 2021 (meeting via zoom)  
April 8, 2021 (meeting via zoom)**

**Treasurer Report – Lynn Sibley  
See attachments submitted  
Discussion as to status of Treasurer (see email sent from Lynn Sibley regarding her resignation as Town Clerk effective 6/30/2021)**

**1<sup>st</sup> Vice President Report – Bob Cutler  
Verbal report – vendors, other**

**2<sup>nd</sup> Vice President Report – Liz Greendale  
Verbal report – June conference, other related items  
October conference update**

**Legislative Committee Report – Andy Dowd  
Verbal update  
See attached letter sent on behalf of MTCA re Election Law Hearings & Proposals for changing election laws**

**Education Committee Report – Valerie Fox  
Verbal update - June conference  
October conference – ideas, discussion  
Request for increasing size of Education Committee**

**Mentoring Committee – Danielle Sicard  
Verbal update – 2020 zoom sessions  
Update for 2021 sessions held to date and in remainder of year**

**Conference Attendees Report – Barbara LaBombard  
Verbal update – See attached listing of attendees in person and zoom attendees for June conference**

**Other Items – Nancy Talbot**

**Verbal update – See MMA Bulletin \* items regarding town meetings, other items pertinent to Town Clerks regarding town meetings, etc.**

**Request from Ben Kaufman Town Clerk of Brookline for MTCA E Board to vote in support of extension of current temporary law relative to town meetings, etc.**

**See letter attached from State Auditor to the MA legislature re unfunded mandates (information only)**

**Discussion of October conference currently scheduled**

**Adjournment**

# MTCA EXECUTIVE BOARD MEETING



Thursday, February 25, 2021 via Zoom Meeting

Minutes Approved on: DRAFT

MASSACHUSETTS TOWN CLERKS' ASSOCIATION EXECUTIVE BOARD		
	Attendance:	Present
PRESIDENT	NANCY J. TALBOT	✓
1 <sup>ST</sup> VICE PRESIDENT	ROBERT E. CUTLER, JR	✓
2 <sup>ND</sup> VICE PRESIDENT/LEGISLATIVE CHAIR	ELIZABETH T. GREENDALE	✓
TREASURER	LYNN SIBLEY	✓
ACTING SECRETARY	DOROTHY A. POWERS	✓
EXECUTIVE BOARD 2020	DEBRA BOURBEAU	✓
EXECUTIVE BOARD 2020	ANN M. QUIRK	✓
EXECUTIVE BOARD 2020	TRUDY L. REID	✓
EXECUTIVE BOARD 2021	KIM BATTISTA	✓
EXECUTIVE BOARD 2021	DIANE BUCCO	✓
EXECUTIVE BOARD 2021	THERESA BUNCE	✓
EXECUTIVE BOARD 2022	LILLIAN DRANE	✓
EXECUTIVE BOARD 2022	WENDY MICKEL	✓
EXECUTIVE BOARD 2022	VACANT	
PAST PRESIDENT	MARIE RYAN	✓
EDITOR	NANCY BURNHAM	
EDUCATION CHAIR	VALERIE FOX	✓
CONFERENCE ADMINISTRATOR/CERTIFICATION	BARBARA LABOMBARD	✓
ASSISTANT TREASURER	VACANT	
ELECTION LAWS TASK FORCE	DANIELLE SICARD	✓

A quorum of voting members being present, President Nancy Talbot called the meeting to order at 1:32PM

### Approval of Minutes:

President Nancy Talbot stated there were no minutes for approval from the June 29, 2020 meeting held in Northborough.

President Talbot read a letter of resignation from Secretary, Katherine Ingram.

Dottie Powers was asked by President Nancy Talbot to be acting secretary for the meeting until a slate of new officers are put forward. Motion was made by Nancy to accept this temporary change and all members present voted in favor.

### Treasurer's Report – Lynn Sibley

# MTCA EXECUTIVE BOARD MEETING



**Thursday, February 25, 2021 via Zoom Meeting**

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Treasurer Lynn Sibley went over the FY21 budget. The budget is in good shape; needs to review for next year's budget that came in a little high. The association received Election reporting monies from Edison Research (\$3500.00) and the Associated Press. (Close to \$4000.00)

Lynn reviewed the 2021 Membership report; membership is slow due to no conferences, no push for people to join, a reminder was just sent out.

## **Assistant Treasurer - Vacant**

No report was submitted.

## **President – Nancy Talbot**

A Special thank you was expressed to our Zoom host Andy Dowd for going the extra mile to help Nancy.

A letter was drafted by Nancy to State Representative Todd Smois and sent out on behalf of the Massachusetts Town Clerks Association regarding COVID-19 vaccinations for clerks.

A working group was established to assist staff in the State Auditor's office and there will be several webinars to assist clerks prior to the submission deadlines.

## **Barbara LaBombard, CMMC Certification administrator**

New CMMC'S announced, Lisa Marie Pedroli, Hopedale, Lucia B. Longurst, Norton, Kim Batista, Ludlow, Eva A. Wise, Hampden and Kerry L. Sullivan Lenox; certificates were mailed in June.

Six people just recently took the test and Barbara is getting ready to send out re-certifications. It was mentioned that the longer we go without a conference and education classes, clerks may have a problem with getting enough points.

## **President– Nancy Talbot**

Laura Schwall, Rehoboth Town Clerk has asked MTCA to support her for re-election; Stephanie Carrera, Stoughton Temporary Town Clerk has asked for a letter of support for the Permanent Town Clerk position in Stoughton which she will be interviewing for.

There was discussion from the board and it was decided that as an association, MTCA could not support any candidates.

## **Wendy Mickel-E Board Member**

Discussed marriage Intentions during the pandemic and how other communities were handling them.

Wendy is getting people from out of town, many from Boston, Worcester and Shrewsbury because couples are having difficulty getting appointments from those communities. During this discussion some board members only do it for their towns by appointment. E-Board Member, Trudy Reid mentioned that to make it easier and less contact she puts the forms on her website.

## **President –Nancy Talbot**

Transition of officers with or without a conference in June in Plymouth; can not have a change of leadership without having the majority of membership voting.

## **1<sup>st</sup> Vice Presidents' Report-Bob Cutler**

NEMCI report and update on summer program was given by 1st VP, Bob Cutler; NEMCI will be offering online education classes. There will be \$90.00 scholarships available per applicant; each class will be \$60.00; NEMCI has up to \$5000.00 available in scholarships. This will be up for further discussion at the next MTCA meeting at the end of March. Bob said that they are trying to moved forward with The Fall conference in Springfield at Sheraton Springfield, September 22-September 24, and hope for herd immunity by then.

# MTCA EXECUTIVE BOARD MEETING



Thursday, February 25, 2021 via Zoom Meeting

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## **2<sup>nd</sup> Vice Presidents Report-Liz Greendale**

Spring conference Hotel 1720 Plymouth June 9-11; Liz Conducted a survey to see if there was any interest in attending the June conference in Plymouth; out of 167 participants, 75% would be interested in attending. Bob Cutler suggested waiting until the middle of March to make a decision. One option is to hold the conference virtually with E-Board members as facilitators who would be present at the location.

Trudy Reid said the Education committee should weigh in; Education Chair, Val Fox said they need to pull together either by zoom or in person and need to discuss this with the education committee.

It was decided to get together for more discussion at the latter part of March provided that Conference Registration Administrator, Barbara LaBomard would be able to develop a schedule and registration at that late point in time and she said she would make it work.

A motion was made and seconded for further discussion in the latter part of March and all members present voted in favor.

## **COMMITTEE REPORTS**

### **Legislative Committee Chair– Andy Dowd**

Chair, Andy Dowd sent an update to Clerks on Monday regarding the March 31st deadline for the current bill on no excuse vote by mail for local elections. The speaker was in favor of Vote by mail for everyone and extending the current provisions through June 30, 2021. We should expect to get news on this soon.

Restricted vital record bill to allow all records to be open; continuing to submit.

Bill submitted to the legislative committee would restrict giving out DOB on certain records; would have to work with the public records division on this.

Valerie fox stated many clerks were against giving birthdates; discussion with Linda Hathawy from Stowe to President Nancy Talbot with the need to move forward on this due to identify theft on the rise and easy access to this information. Andy stressed that this was not the legislative committee's decision and has not been well received. Andy suggested reaching out to the Public records division on this issue.

Nancy offered to submit letters to the public records division asking for their support and input.

President Nancy Talbot made a motion to draft a letter, send it to the E-Board for approval then submit it to Public records, which was seconded voted in favor.

Bill to allow bylaw approvals on websites has not gone anywhere yet need to restart conversation, Nancy Talbot said AG's office would not take a stand, Bob Cutler thought it should happen but they could not be involved. Very timely to go through all statutes, stalled at the moment, our lobbyist has had a hard time with this bill, needed cleaning up. The proposal is to post bylaws on websites rather than in a newspaper.

Elections bills: All proposed changes, Election day registration, same day registration, No excuse vote by mail, in person early voting for state & federal elections, not local.

Valeri Fox asked if poll pads can officially used, Daniel Sicard said they are legal and approved not certified, If you use them you do it at your own personal risk and must be able to defend your position on how to check people in to vote; hopefully moves forward by 2022.

We could sue them because it has legally been approved they were supposed to be certified by the SOS 7/15/2020.

Danielle is in a working group with LHS who will be putting together their own guide in the coming year; there is a lot Poll Pads can do however there will be no edits until poll pads are certified. Nancy Talbot said

# MTCA EXECUTIVE BOARD MEETING



Thursday, February 25, 2021 via Zoom Meeting

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there needs to be consistency and standardization. Danielle said the SOS is not planning on paying for poll pads.

### **Request from Larry Sposato for appointment to the Legislative Committee**

Nancy Talbot spoke of a request made from Larry Sposato, Bellingham Town Clerk to be a member of the legislative Committee if there was an opening on the committee. Lori West was promoted to full member from the Alternate list.

### **Education committee-Chair,Valerie Fox**

Valerie informed the E-Board that there will be 5 webinar classes scheduled between March and April; 1 person, per town with a max of 500 per class, Classes as follows: Town Meeting, Bylaws, Vital Records, Public Records, and Elections.

More information will be sent out.

### **Mentoring Committee –Chair Danielle Sicard**

Danielle talked about what is happening with mentoring, Online zoom webinars were offered, two sessions in January , Potpourri-Jan, 52 clerks signed up, In February, Elections, 89 registered 72 attended , All sessions went well.

A session on Town meeting will be held next week with 46 having registered

The Committee is hopeful to have in person sessions in June. They are not charging for zoom classes and do not record sessions; questions and answers from the sessions are and a posted on the MTCA website clerks mentoring page.

Classes are two hours long, no points are given towards CMC/MMC credits because classes need to be 3 hours minimum per IIMC guidelines.

Nancy commended the committee for giving up quite a bit of time to connect with new clerks.

Danielle spoke about the website and all of the great resources for new clerks.

### **Elections Task Force-Danielle Sicard**

This is a defunct committee, Danielle will stay connected; need to keep the door open for future changes.

Bob Cutler pointed out it was a great idea to be involved with Michelle Tassinari in the working group; Andy Dowd stated that legislation does their business behind closed doors which is why the task force is not meeting publically. Danielle has made connections and is working well with them on behalf of the clerks.

### **Old Business – none**

### **New Business –President Nancy Talbot**

Wendy Mickel volunteered to be Secretary.

Nancy Talbot made a motion for Wendy Mickel assume the role of Secretary, it was seconded and all voted in favor.

MTCA's current appointments are not up to date on the website; it is the secretary job to update the website.

All committees should be updating their pages on the website.

Bob Cutler announced the Next E-Board meeting will be on April 1, 2021.

Lynn Sibley will not be taking the Treasurers position after her term expires in June of 2022.

# MTCA EXECUTIVE BOARD MEETING



**Thursday, February 25, 2021 via Zoom Meeting**

Minutes Approved on: DRAFT

Barbara LaBombard will be leaving her position as CMMC certification Administrator.  
The meeting was adjourned at 3:07 PM.

Respectfully Submitted:

Nancy Talbot, MMC/CMMC  
President MTCA



## MASSACHUSETTS TOWN CLERK'S ASSOCIATION

Thursday, April 1, 2021

At the meeting of the MTCA Executive Board, held Thursday, April 1, 2021 via a Zoom, a quorum of voting members being present, President, Nancy Talbot "called the meeting to order at 2:00 pm."

**Members present were:** Andy Dowd, Wendy Mickel, Lillian Drane, Nancy Talbot, Terri Bunce, Marie Ryan, Dianne Bucco, Lynn Sibley, Deb Bourbeau, Trudy Reid, Barbara Labombard, Kim Battista, Bob Cutler, Ann Quirk, Liz Greendale, Valerie Fox and Danielle Sicard.

### **Vote of Minutes and Treasurer's Report**

The minutes of the February 25, 2021 meeting were found to have a minor error. A vote of the minutes will be tabled to the next meeting as well as the Treasurers Report.

### **June 2021 Conference**

Bob Cutler gave an overview of a possible plan for the June Conference. Bob and Liz met with Giovanni, at the 1620 Hotel in Plymouth to review a plan for a conference in June with new COVID-19 changes. Plymouth is now in the red and will allow only 60 people at the hotel. Both, Nancy Talbot and Bob agreed that 100 attendees is needed to be cost effective. Bob felt the hotel was willing to work with the association in that regard. Liz indicated the cases are up now, but it could change by June. The hotel will allow us to cancel last minute without any charges. She felt we should go forward with asking for 100 attendees and make a final decision May 1st.

Other issues as well as number of attendees; reconfiguration of rooms; having only 2 classes at a time; attendees would stay in the same room for both classes, moving the instructor instead of attendees will be addressed. Will look into hiring a company to Zoom for those who cannot physically attend. There may be some interest in some kind of entertainment at night – perhaps a comedian; will look into that as well.



Nancy questioned the cancellation policy and if the 100 number would include vendors as well as Town Clerks. Liz indicated the vendors would only be included in the numbers during breaks and meals. Bob suggested box lunches in each classroom. Dinner would only allow for 30 with social distancing and would have to accommodate on a first come first served basis. Others could go out for dinner. It was recommended that this be for the Town Clerk only, no office staff included in this conference.

Liz addressed the survey taken as to whether or not we should have the June conference and if you would attend. Survey; 180 responded 75% wanted to attend. She felt it was worth the risk as if more are allowed to attend we can open up more seats and if it remains at 60 or less we can cancel at no charge.

### **Valerie Fox, Education Committee**

To discuss with the Education Committee the number of classes feasible; (1) Wednesday/(4) Thursday/(1) Friday as a possibility. Classes could be reduced to keep attendees in the same room and presenters would change rooms. Liz would look into the possibility of more classes.

Mention of zoom classes; Barbara Labombard had concerns over **credits** if Zoom is used; Clerks could be logged-in but not present, which would call into question if the person was in attendance the entire time. Lynn Sibley mentioned a conference where the zoom attendees were charged for class, but it was a lesser fee. It might lend more incentive to be present for the entire class.

There were many questions relative to registration; hold a place without payment; must be paid immediately; waiting lists; etc.. Discussions with Barbara, Lynn and Danielle about "new ideas for sign-ups; can reports be made available for who may leave a meeting during a zoom or who stays. Barbara will work with Danielle about links and zooms, payments vs early registration; there needs to be clear communication how sign-ups will take place.

More questions about the number of vendors attending; how much space; more classrooms; perhaps using Prestogen first instead of the current registration process; possibility of a wait-list; etc...Many Clerks were in agreement that we need to get back to business.

A **work group for registration** of Valerie Fox, Danielle Sicard, Barbara Labombard and Liz Greendale was formed to make decisions as to how payment and registration for conference will be made. A concern of a repeat of the "BioGen Conference" disaster was mentioned.

Nancy called for a vote on whether or not to proceed with the in-person conference in June.

**Vote Yes = 8**

**Vote No = 6**

Nancy noted that a cutoff to cancel would be May 1<sup>st</sup>. Liz will report with the logistics. Is May 1<sup>st</sup> too late for a cut-off to get everything else done; payments, distancing strategies, number of attendees, etc...What would be a plan for a Zoom conference for all if cancelled.

Bob will form a set-up group; **Logistics Team** for Vendors; Liz, Bob, Val, Danielle, Barbara, Lynn.

- If payments are made by check, all checks will be held (not cashed) until a firm decision is made.
- Danielle will take first steps in a timeline; Registration process and what makes sense going forward.
- Liz will report back on Monday April 5<sup>th</sup> at 2pm with plans with the hotel; spacing, costs, transfer agreement until 2022, savings on costs with meals, breaks, dinners, shortening the conference; no Friday class, and room rental concerns of hotel
- Bob will report back with results at the next E-Board zoom meeting on April 8<sup>th</sup> at 2pm.

Nancy called for a vote from committee to allow **Logistics Team** to make decisions; how things will happen/timeline/if zoom is appropriate.

**Unanimous vote in favor.**

### **Nominating Committee**

Discussion of The **Slate of Officers and E-Board Terms**; whether to roll over positions and everyone extended or not?

Motion was made: to roll over and extend all **E-Board Terms**, only.

**Unanimous vote in favor.**

For the Slate of Officers; the Nomination Committee will present a Slate of Officers, if we move forward with the conference. Lynn questioned the vote of the Officers if we limit membership attendance. There was a suggestion of a possibility of a google group vote. Bob & Nancy will look into the limiting of membership votes and more discussion of a google group vote.

MTCA to give a Gift to Bill Campbell, City Clerk retiring. Nancy will draft a letter on our stationery and present a standard retirement "clock" as well. All in attendance were in agreement.

Bob and Danielle will set up zoom for Monday, April 5th with a report from the **Logistics Team**. Andy will setup zoom for Thursday, April 8<sup>th</sup> at 2pm with E-Board for the results from Monday's meeting of the Logistics Team.

Andy Dowd, motioned to adjourn the meeting at 3:05pm.

Respectfully Submitted,

*Nancy L. Mitchell* Secretary



## MASSACHUSETTS TOWN CLERK'S ASSOCIATION

EXECUTIVE BOARD – MINUTES OF MEETING

APRIL 8, 2021

### OPEN MEETING

At 2:00pm, President, Nancy Talbot called the meeting to order. Those present: Nancy Talbot, Andy Dowd, Jayne Davolio, Terri Bunce, Lynn Sibley, Dianne Bucco, Kim Battista, Bob Cutler, Deb Bourbeau, Barbara LaBombard, Danielle Sicard, Ann Quirk, Liz Greendale, Kaari Tari, Valerie Fox and Marie Ryan.

Wendy Mickel, Acting Secretary, was delayed in the start of taking the minutes; 2:08pm she began with:

#### **Bob Cutler, Vice President – June 2021 Conference**

Discussion of the room space and attendees for the June 2021 Conference in Plymouth continued from the April 1<sup>st</sup> meeting. There will be just one room with 100 in attendance, at this point. Everyone will remain in their same seats for all classes to reduce the sanitization process for staff at hotel. There will be one afternoon class Wednesday and 2 classes on Thursday and (3) meals. Bob suggested that the Board Members register on April 20<sup>th</sup> the day before registration opens up for all Clerks beginning April 21<sup>st</sup>.

Nancy Talbot, President suggested that payment be for the total package; conference of (3) classes and meals. That would cover food costs for the hotel. Bob noted that there would not be a meal for Wednesday but Thursday; breakfast, lunch and dinner. Everyone will remain in the same seat chosen at their first meal Thursday, which includes lunch and dinner. Wednesday, everyone is on their own for lunch and dinner. No class on Friday.

**ZOOM** suggestion, Kaari Tari asked if there is a speaker at the Wednesday luncheon, could that be ZOOMED as well. Bob discussed keeping the room at the 100 person maximum, so there may not be a speaker at luncheon if we exceed that number.

**Vendors** - Liz Greendale discussed the vendors being considered a separate entity and would not be included in the meals at this point. Bob Cutler noted there could only be one Vendor/Sales person present for a total of 15 in the vendor room area, however Vendors could come as a group and swap places throughout the day, but could not all be in the area at the same time. Nancy asked about who decides which vendors will be there. It was recommended first come, first served be considered.

**COVID-19** - Dianne Bucco reminded all again of the COVID-19 socialization aspect and to keep in mind the possibility of any Clerks coming that are not vaccinated or what would be a worst case scenario. She hoped that all that attended in person would be vaccinated.

Liz Greendale, Bob Cutler and Andy Dowd discussed the risks of unvaccinated Clerks and that there should be a notice for registration urging those not vaccinated to choose the zoom option. Nancy and Ann added that there should also be notice that all attending should be reminded to wear masks, wash hands regularly, use sanitizers and to be responsible adhering to covid restrictions. There was a group discussion about COVID and most clerks felt that all will be vaccinated by the time of the conference.

**CONFERENCE SIGN-UP** - Danielle and Kaari discussed the sign-up process, but are still waiting for a response from Prestogen and Survey Monkey as to how the process for registration will work as far as in-person/zoom/wait-lists. Once the 100 person limit (including speaker) fills up there is no option to sign-up. Discussion as to how Clerks may go to a wait-list or directly to Zoom list (with 500 limit) is still to be determined. Once determined a memo will go out to all Clerks to explain what and how things will happen. Danielle noted that vendors cannot eat with us, but wasn't sure if they can buy meals and eat in another location. There may be some food restrictions for vendors depending on how many would be in their area at one time.

**CONFERENCE DEADLINES payments/registration** - Barbara Labombard concerned with deadline for payments and registrations. Deadline possibly Tuesday, June 1<sup>st</sup> or Friday June 4<sup>th</sup>.

**COSTS FOR CLASSES** - Jayne Davolio gave some costs for presenters ranging from \$500 to \$1200. Andy mentioned \$1500 for ½ day vs \$2000 for full day classes. Val will look into past costs. Some suggestions as to what information would be most helpful at this time; Lauren with Conflict of Interest or Michelle with "Most Critical/Important things to do with Elections" were mentioned.

**REGISTRATION TABLE** – Barbara Labombard felt a registration table would not be necessary since all will be done prior to Wednesday. There were questions about booklets with class schedules and class information. Liz felt there should be a booklet for those who need credits. Lynn Sibley said the booklets ran around \$300-400 and felt it might be an expense we don't need at this time. Liz and Lynn would work on sheet of information vs booklet. Other suggestions were signs on door with schedule of classes; times and title of class and it should include COVID guidance for all including vendors.

**CMMC Certificates** - Barbara asked about the CMMC certificates being handed at meeting or mailed out to recipients. A couple of Board Members offered to give up their spots to those seeking credits or wanting to attend as they felt they had heard the information before and/or were heading into the retirement phase of their career 😊.

**FUND RAISING** - Ann Quirk inquired about fund raising and whether or not we would have baskets or raffle as a fundraiser. A suggestion of vendor participation in some way was mentioned.

**MTCA JOINT BUSINESS MEETING** - Nancy Blackburn suggested zoom for joint Business Meeting with MTCA with City & Town Clerks; a quorum of 25 needed.

Additional discussion of the registration process with Danielle, Kaari and Barbara. They will meet again and be in touch with association.

**Nancy Talbot, motioned** to proceed with processes for the conference. Bob Cutler seconded;

**VOTE:** All in favor.

**REGISTRATION FEE (Legislative Agent)** - Nancy and Bob discussed registration fee payment for Tom Joyce; a company name change and should the association absorb the cost of \$110.

Motion by Nancy Talbot, the MTCA will pay the \$110 filing fee for registration of Tom Joyce, Legislative Agent. Andy Dowd, seconded.

**VOTE:** All in favor of MTCA paying the fee.

One last suggestion by Lynn; Add to the Registration form COVID restrictions and information. Email to all.

**Bob Cutler**, called the Meeting adjourned at 2:55pm.

Respectfully Submitted,

*Wendy Mickel*, Acting Secretary

Updated: 4/12/21

**Massachusetts Town Clerks' Association**  
**Budget vs. Actual**  
**As of May 31, 2021**

As of

<b>INCOME</b>	<b>FY21 BUDGET</b>	<b>NEW INCOME</b>	<b>ACTUAL</b>	<b>REMAINING</b>
3100 - Conference Revenue				
3110 - Registration	\$37,700.00		\$0.00	\$37,700.00
3120 - Meals	\$39,000.00		\$0.00	\$39,000.00
3130 - Mentoring Workshops	\$1,800.00		\$0.00	\$1,800.00
3140 - Vendor Income	\$22,000.00		\$0.00	\$22,000.00
Total Conference Revenue	<u>\$100,500.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$100,500.00</u>
3200 - Certification Revenue	\$1,500.00	\$260.00	\$800.00	\$700.00
3300 - Scholarship Donations	\$2,500.00		\$0.00	\$2,500.00
3400 - Public Recorder/Website Ads	\$2,000.00		\$0.00	\$2,000.00
3500 - Media Stipends/AP/Educ	\$10,000.00		\$12,384.00	(\$2,384.00)
3600 - Dues	\$30,000.00	\$4,010.00	\$28,015.00	\$1,985.00
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>\$46,000.00</u>	<u>\$4,270.00</u>	<u>\$41,199.00</u>	<u>\$4,801.00</u>
<b>TOTAL INCOME</b>	<b>\$146,500.00</b>	<b>\$4,270.00</b>	<b>\$41,199.00</b>	<b>\$105,301.00</b>

**Massachusetts Town Clerks' Association  
Budget vs. Actual  
As of May 31, 2021**

<b>EXPENSE</b>	<u>                    </u>	<u>NEW EXP</u>	<u>ACTUAL</u>	<u>REMAINING</u>
5000 - President Expenses	\$2,500.00	\$0.00	\$0.00	\$2,500.00
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses				
5200 - Treasurer Expenses	\$250.00	\$11.00	\$198.00	\$52.00
5201- MTCA software	\$2,000.00	\$0.00	\$2,835.00	(\$835.00)
5202 - Software Coordinator	\$1,200.00	\$0.00	\$600.00	\$600.00
Total Treasurer Expenses	<u>\$3,450.00</u>	<u>\$11.00</u>	<u>\$3,633.00</u>	<u>(\$783.00)</u>
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$34,502.00	\$11,666.68	\$31,534.37	\$2,967.63
5302 - Lobbyist Expenses	\$0.00		\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$110.00	\$110.00	\$238.50	(\$128.50)
Total Lobbyist Expense	<u>\$34,612.00</u>	<u>\$11,776.68</u>	<u>\$31,772.87</u>	<u>\$2,839.13</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>
5500 - Legislative Committee Expenses	\$250.00	\$0.00	\$0.00	\$250.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00	\$0.00	\$510.00	\$490.00
5602 - Certification Expenses	\$400.00	\$199.94	\$373.94	\$26.06
Total Certification Expenses	<u>\$1,400.00</u>	<u>\$199.94</u>	<u>\$883.94</u>	<u>\$516.06</u>
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,500.00		\$0.00	\$1,500.00
5702 - Conference Deposits	\$7,000.00	\$0.00	\$5,000.00	\$2,000.00
5703 - Postage / Brochure Mailing	\$0.00		\$0.00	\$0.00
5705 - Entertainment	\$600.00		\$0.00	\$600.00
5706 - Speakers / Education	\$1,750.00	\$600.00	\$600.00	\$1,150.00
5707 - Conference Hotel / Meals	\$75,000.00		\$0.00	\$75,000.00
5708 - NE Conference (2022)	\$1,000.00		\$0.00	\$1,000.00
5709 - Misc Conf Exp (mentor/survey)	\$2,000.00	\$1,273.94	\$1,681.94	\$318.06
5710 - Printing / Copying	\$0.00		\$0.00	\$0.00
Total Conference Expenses	<u>\$88,850.00</u>	<u>\$1,873.94</u>	<u>\$7,281.94</u>	<u>\$81,568.06</u>



**Massachusetts Town Clerks' Association  
Budget vs. Actual  
As of May 31, 2021**

<b>EXPENSE Continued</b>	<u>                    </u>	<u>NEW EXP</u>	<u>ACTUAL</u>	<u>REMAINING</u>
5800 - Executive Board Meetings/Lunches	\$1,200.00	\$0.00	\$361.32	\$838.68
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 & Hosting	\$2,000.00	\$1,995.00	\$1,995.00	\$5.00
Total Communication/Public Recorder	<u>\$2,000.00</u>	<u>\$1,995.00</u>	<u>\$1,995.00</u>	<u>\$5.00</u>
6000 - Auditor				
6001 - Annual Financial Review	\$850.00		\$0.00	\$850.00
6002 - Annual Tax Returns	\$850.00		\$0.00	\$850.00
Total Auditor Expense	<u>\$1,700.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,700.00</u>
6100 - Marketing / Name Badges		\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00	\$500.00	\$588.69	\$411.31
6202 - NEMCI Graduation Gifts	\$400.00		\$0.00	\$400.00
6203 - Miscellaneous	\$500.00	\$25.00	\$25.00	\$475.00
Total Miscellaneous Expense	<u>\$1,900.00</u>	<u>\$525.00</u>	<u>\$613.69</u>	<u>\$1,286.31</u>
<b>TOTAL EXPENSE</b>	<b>\$145,462.00</b>	<b>\$16,381.56</b>	<b>\$46,541.76</b>	<b>\$98,320.24</b>
<b>Income / Expense Variance</b>	<b>\$1,038.00</b>		<b>(\$5,342.76)</b>	

# Membership Summary

2021

Member Type	Member Status	#	Membership Amt	Over Paid	Total
ACTIVE MEMBER	ACTIVE	256	\$20,230.00	\$75.00	\$20,305.00
ACTIVE MEMBER	INACTIVE	9	\$580.00	\$0.00	\$580.00
ACTIVE MEMBER	TRANSFER-INACTIVE	6	\$475.00	\$0.00	\$475.00
AFFILIATE MEMBER	ACTIVE	18	\$1,800.00	\$25.00	\$1,825.00
AFFILIATE MEMBER	INACTIVE	2	\$200.00	\$0.00	\$200.00
ASSOCIATE	ACTIVE	172	\$4,300.00	\$0.00	\$4,300.00
ASSOCIATE	INACTIVE	4	\$100.00	\$0.00	\$100.00
CITY STAFF	ACTIVE	4	\$0.00	\$0.00	\$0.00
NEW CLERK	ACTIVE	12	\$0.00	\$0.00	\$0.00
NEW CLERK	TRANSFER-INACTIVE	1	\$0.00	\$0.00	\$0.00
RETIRED	ACTIVE	11	\$110.00	\$0.00	\$110.00
STAFF- No Membership	ACTIVE	21	\$0.00	\$0.00	\$0.00
TRANSFER-ACTIVE	ACTIVE	2	\$0.00	\$0.00	\$0.00
					<u>\$27,895.00</u>

**Talbot, Nancy**

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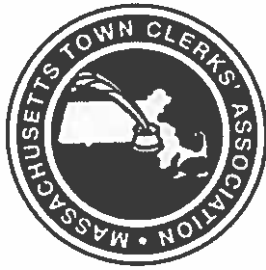
**From:** Lynn <townclerk@whately.org>  
**Sent:** Friday, May 28, 2021 4:15 PM  
**To:** Talbot, Nancy  
**Subject:** RE: Years of service pins

**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.

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Things have changed. I will be resigning as Town Clerk effective June 30<sup>th</sup> of this year so I can't be an officer of the MTCA. I will be Asst. Town Clerk in Whately and I believe I can hold the MTCA Asst. Treasurer position as an Associate member but I need to find someone to be the Treasurer.

Lynn M. Sibley, MMC, CMMC, CMMT  
Whately Town Clerk, Treasurer/Collector, Records Access Officer, EMD  
Mailing Address: 4 Sandy Lane  
So. Deerfield, MA 01373  
Phone: 413-665-4400 x3  
Fax: 413-665-9560  
Email: townclerk@whately.org  
Agendas for posting: agenda@whately.org



**Massachusetts Town Clerks' Association**  
**Legislative Committee**

**Andrew T. Dowd, Chairman**

**Danielle Sicard, EV Task Force**

**63 Main Street Northborough, MA 01532**

**Phone: 508-393-5001**

**Fax: 508-393-6996**

**E-mail: [adowd@town.northborough.ma.us](mailto:adowd@town.northborough.ma.us)**

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May 20, 2021

**The 192<sup>nd</sup> General Court of the Commonwealth of Massachusetts**  
**Joint Committee on Election Laws**

Dear Chairman Finegold, Chairman Ryan, and Members of the Committee:

Thank you for allowing us the opportunity to provide input. Town Clerks and Election Officials are on the front lines of the election process. We are providing these recommendations in order to assist you with the development of new strategies for running elections as we continue to improve voter access.

We offer recommendations that are in line with the spirit of Senate 468, which is to permanently expand voting options in Massachusetts. Keeping with that spirit, we caution against the desire to simply expand voting options which may be counter intuitive. Promoting limited and clear voting opportunities will help further reduce voter confusion. Our suggestions further provide flexibility as we assess the unique needs of our individual communities.

We hope that the committee will take swift action so the Secretary of the Commonwealth, local clerks and voters have the time necessary to prepare and select their voting option that will ensure success in 2022 and beyond. We continue to offer our support and welcome any opportunities to further assist you with this important work.

Best regards,

*Andrew T. Dowd*

Andrew Dowd,  
MTCA Legislative Chair

*Danielle M. Sicard*

Danielle M. Sicard  
MTCA Early Voting Task Force Representative

### **MTCA recommendations for permanent changes to election laws**

1. To make Early Vote-By-Mail permanent – voters expect and deserve to have this option remain post-pandemic. Voters should be required to make application for a ballot or have access to an enhanced online request portal managed by the Secretary of the Commonwealth.
2. Early Voting In-Person – once Vote-By-Mail is made permanent, the need for long periods of labor intensive in-person voting is reduced, therefore, we recommend:
  - a. 5 days In-Person EV for a Primary (Most communities saw single digit turnout numbers)
  - b. 7 days In-Person EV a General
  - c. Local option for municipal elections
3. Last day to Register remain at 20 days prior to election day. It is important to maintain this deadline so that it falls prior to the start of in-person early voting. Having a deadline during in-person early voting is problematic as our voter list changes daily.
4. Election Day Registration – this provides a safety net for those that miss the deadline and is more manageable for election officials. It will be vitally important that appropriate safeguards are implemented by the Secretary of the Commonwealth.
5. Early Removal and Depositing of mailed ballots – this provision is crucial to allow election officials to manage the high volume of mail-in ballots.
6. Eliminate the required check-out table at the polling place – election officials overwhelming appreciated this option during the pandemic and it was also embraced by voters.
7. Fix the date of the fall primary – having the primary in late August would allow election officials to better plan. Having the date fluctuate is challenging to manage and makes securing polling locations difficult, and often coincides with the start of the school year.

## Talbot, Nancy

---

**From:** Fox, Valerie <foxv@lincolntown.org>  
**Sent:** Sunday, June 6, 2021 11:13 PM  
**To:** Talbot, Nancy  
**Subject:** Fwd: Education Committee  
**Attachments:** Board.xlsx

**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,

I am forwarding the information we talked about. Is there anything I am missing?

Is there a meeting prior to the start of the conference?

Thank you,

Sincerely,  
Valerie Fox

Begin forwarded message:

**From:** "Fox, Valerie" <foxv@lincolntown.org>  
**Date:** June 4, 2021 at 3:07:00 PM EDT  
**To:** "Talbot, Nancy" <NTalbot@townofware.com>  
**Subject:** Education Committee

Hi Nancy,

I would like to reappoint everyone for now, I have not had time to reach out to all to check but I assume they will continue.

I would also like to increase the size of the education committee to 9 members. The Committee's workload has become significantly more time consuming with zoom events and scheduling, posting classes to the website, developing the Education Committee page, etc. This would be aligned with the mentoring committee who have no more than 12 members. It will allow the workflow to more evenly distributed.

I think the 2<sup>nd</sup> VP will become a member of the education committee so it will no longer be Liz, please let me know if you have any further questions,

Thank you for everything Nancy,

Valerie Fox, MMC

*Town Clerk*

MTCA Education Committee

Name	Email
Amy Akell	<a href="mailto:amya@ipswichma.gov">amya@ipswichma.gov</a>
Jayne Davolio	<a href="mailto:jdavolio@townofmillbury.net">jdavolio@townofmillbury.net</a>
Mary DeAlderete	<a href="mailto:mdealderete@fitchburgma.gov">mdealderete@fitchburgma.gov</a>
Valerie Fox	<a href="mailto:foxv@lincolntown.org">foxv@lincolntown.org</a>
Elizabeth Greendale	<a href="mailto:greendalee@holliston.k12.ma.us">greendalee@holliston.k12.ma.us</a>
Trudy Reid	<a href="mailto:treid@wenhamma.gov">treid@wenhamma.gov</a>
Nadie Rice	<a href="mailto:nrice@lexingtonma.gov">nrice@lexingtonma.gov</a>
Kaari Mai Tari	<a href="mailto:ktari@concordma.gov">ktari@concordma.gov</a>

**Plymouth, 2021 - In person**

**Attendees as of**

**Monday, June 7, 2021**

<b>Community</b>	<b>Name of Attendee</b>	<b>Year Started as Clerk</b>	<b>Title</b>
Alford	Peggy Rae Henden-Wilson	2019	Clerk
Amesbury	Amanda Haggstrom	2020	Clerk
Arlington	Juliana Brazile	2020	Clerk
Auburn	Debra A. Gremo, CMC/CMMC	2015	Clerk
Avon	Patricia Bessette, CMMC	2014	Clerk
Barnstable	Ann Quirk, MMC/CMMC	2013	Clerk
Barre	Ellen M Glidden, CMC/CMMC	1991	Clerk
Beverly	Christine Dixon	2017	Assistant Clerk
Beverly	Lisa E Kent, CMC	2020	Clerk
Brimfield	Debra Fagerstrom		Assistant Clerk
Brookline	Ben Kaufman	2021	Clerk
Carver	Cara Dahill	2019	Clerk
Danvers	Catherine Ellsworth	2020	Clerk
Dartmouth	Sarah Arruda	2020	Clerk
Dennis	Theresa T. Bunce, MMC/CMMC	2009	Clerk
Dighton	Mark Pacheco	2021	Clerk
East Bridgewater	Susan Gillpatrick	2018	Clerk
Easthampton	Barbara L LaBombard, MMC/CMMC	1994	Clerk
Easton	Danielle M Sicard, MMC/CMMC	2010	Clerk
Everett	Sergio Cornelio	2017	Clerk
Foxborough	Robert E. Cutler, Jr, CMC/CMMC	2008	Clerk
Freetown	Cheryl Estrella	2021	Assistant Clerk
Granby	Katherine A Kelly-Regan, CMMC	1996	Clerk
Greenfield	Kathryn J Scott	2018	Clerk
Hanover	Catherine Harder-Bernier, CMC	2013	Clerk
Hardwick	Ryan J Witkos	2020	Clerk
Holden	Jeanne Hudson, CMC	2017	Clerk
Holden	Sue Lucia		Senior Clerk
Holliston	Elizabeth T. Greendale, CMC/CMMC	2011	Clerk
Hopedale	Lisa Pedroli, CMMC	2016	Clerk
Hull	Lori West, CMC/CMMC	2016	Clerk
Lakeville	Lillian M Drane, MMC/CMMC	2015	Clerk
Lenox	Kerry L. Sullivan, CMMC	2015	Clerk
Lincoln	Valerie Fox, MMC	2018	Clerk
Ludlow	Kim Batista, CMMC	2017	Clerk
Mansfield	Marianne E. Staples, CMMC	1998	Clerk
Marlborough	Steven W Kerrigan	2019	Clerk
Mattapoisett	Catherine L Heuberger, CMC/CMMC	2014	Clerk
Maynard	Joanna Bilotta	2020	Interim Town Clerk
Medfield	Marion Bonoldi	2021	Clerk
Medway	Stefany Ohannesian	2021	Clerk
Mendon	Ellen Agro	2018	Clerk
Merrimac	Gwendoy Lay Sabbagh, CMC/CMMC	2016	Clerk



Community	Name of Attendee	Year Started as Clerk	Title
Millbury	Jayne Marie Davolio, CMMC	2010	Clerk
Millville	Diane C. Lockwood, CMC	2016	Clerk
Montague	Deb Bourbeau, CMMC	2006	Clerk
Montague	Kathern Pierce		Assistant Clerk
Nahant	Diane M Dunfee	2020	Clerk
Needham	Theodora K Eaton, MMC/CMMC	1982	Clerk
Norfolk	Carol Greene	2014	Clerk
North Reading	Barbara Stats, MMC/CMMC	1998	Clerk
Northborough	Andrew T Dowd, CMC/CMMC	2004	Clerk
Northbridge	Linda B. Zywiec, CMC	2020	Clerk
Norton	Lucia Longhurst, CMC/CMMC	2016	Clerk
Norwell	Patricia M Anderson, CMC/CMMC	2008	Clerk
Oak Bluffs	Colleen Morris	2020	Clerk
Orange	Nancy M Blackmer, MMC/CMMC	2000	Clerk
Orleans	Kelly Darling, CMC		Assistant Clerk
Paxton	Laurie Becker	2018	Clerk
Plympton	Patricia L Detterman, CMC	2019	Clerk
Provincetown	Emmett Catanese	2021	Clerk
Reading	Laura A Gemme, CMC/CMMC	2009	Clerk
Rockport	Patricia E Brown, CMMC	2011	Clerk
Rockport	Melanie J Waddell		Assistant Clerk
Somerset	Dolores Bence, CMMC	2011	Clerk
Southwick	Michelle Hill, CMC/CMMC	2006	Clerk
Stockbridge	Teresa Iemolini, CMMC	2013	Clerk
Sturbridge	Lynne Girouard	2016	Clerk
Sudbury	Beth R. Klein, CMC/CMMC	2014	Clerk
Tewksbury	Denise Graffeo, CMC/CMMC	2011	Clerk
Upton	Kelly A. McElreath, CMMC	2001	Clerk
Uxbridge	Kelly J Cote, CMC	2009	Clerk
Walpole	Elizabeth Gaffey, CMC	2017	Clerk
Ware	Nancy J Talbot, CMC/CMMC	2002	Clerk
Webster	Robert T. Craver, CMMC	2003	Clerk
West Springfield	Otto J. Frizzell, CMMC	2011	Clerk
West Stockbridge	Marie Y Ryan, MMC/CMMC	2007	Assistant Clerk
Westborough	Wendy L Mickel, CMC	2014	Clerk
Westwood	Dorothy A Powers, MMC/CMMC	2007	Clerk
Whately	Amy Schrader		Assistant Clerk
Whately	Lynn M Sibley, MMC/CMMC	1999	Clerk
Whitman	Dawn M. Varley, CMC/CMMC	2012	Clerk
Woburn	Lindsay E Higgins	2021	Clerk
Yarmouth	Mary A Maslowski	2020	Clerk

Total Attendees:

84

Plymouth, MA - 2021 -zoom

Attendees as of

Monday, June 7, 2021

Community	Name of Attendee	Year Started as Clerk	Title
Acushnet	Pamela Labonte, CMMC	2008	Clerk
Ashby	Angela Jack	2020	Clerk
Ashfield	Alexis Fedorjaczenko	2020	Clerk
Attleboro	Cheryl Perry		Election Administrator
Belchertown	Theresa Camerlin		Assistant Clerk
Bernardston	Christina Slocum-Wysk	2021	Clerk
Bolton	Jennifer Marquis		Assistant Clerk
Bolton	Pamela H Powell, CMMC	2008	Clerk
Boxford	Robin Phelan, CMMC	2010	Clerk
Boylston	Dawn Porter	2020	Clerk
Bridgewater	Marilee Kenney Hunt	2015	Clerk
Burlington	Amy E Warfield, CMC/CMMC	2011	Clerk
Canton	Tracy K Kenney	2000	Clerk
Chelmsford	Patricia Dzuris, CMC	2017	Clerk
Clarksburg	Jessica Sweeney		Interim Town Clerk
Cohasset	Carol St. Pierre, CMMC	2011	Clerk
Concord	Kaari Mai Mai Tari, CMMC	2001	Clerk
Deerfield	Barbara J. Hancock	2013	Clerk
Deerfield	Jennifer Wallace		Assistant Clerk
Dennis	Sara McDonald		Assistant Clerk
Douglas	Christine E Furno, CMC/CMMC	2000	Clerk
Dover	Felicia S Hoffman, CMMC	2014	Clerk
Easthampton	Mary Ann Giza		Assistant Clerk
Easton	Peter Van Der Hey		Records Manager
Edgartown	Karen R Medeiros	2018	Clerk
Essex	Pamela Thorne	2018	Clerk
Fitchburg	Amanda Alford		Assistant Clerk
Fitchburg	Mary de Alderete, CMC/CMMC	2014	Clerk
Framingham	Lisa Ferguson, CMC	2018	Clerk
Georgetown	Kerrie McManus	2019	Clerk
Gloucester	Grace Poirier		Assistant Clerk
Gloucester	Joanne M. Senos, CMC	2016	Clerk
Goshen	Kristen Estelle	2018	Clerk
Grafton	Paul J Cook		Assistant Clerk
Grafton	Kandy Lavallee, CMC	2016	Clerk
Groton	Michael Bouchard, CMMC	2008	Clerk
Groveland	Elizabeth Cunniff	2019	Clerk
Hamilton	Carin Kale	2020	Clerk
Hardwick	Paula L Roberts, CMMC	1978	Assistant Clerk
Hatfield	Lydia Szych, CMMC	2013	Clerk
Hatfield	Alaina E Wilcox		Assistant Clerk
Haverhill	Linda Koutoulas	2014	Clerk
Holden	Elizabeth Monahan		Assistant Clerk

Community	Name of Attendee	Year Started as Clerk	Title
Lanesborough	Ruth Knysh	2013	Clerk
Leicester	Deborah Davis	2008	Clerk
Leverett	Lisa Stratford, CMMC	1997	Clerk
Lexington	Nathalie L. Rice	2014	Clerk
Longmeadow	Katherine T Ingram, CMMC	2007	Clerk
Lynnfield	Linda A. Emerson, CMC/CMMC	2020	Clerk
Manchester-By-The-Sea	Dianne K Bucco, CMC/CMMC	2014	Clerk
Marblehead	Robin A Michaud, CMMC	2007	Clerk
Mattapoissett	Jodie Mazerolle-Camara		Assistant Clerk
Maynard	Joanna Bilotta	2020	Interim Town Clerk
Melrose	Kristin Foote	2021	Clerk
Melrose	Joanne Perperian		Election Coordinator
Middleborough	Allison J Ferreira, CMMC	2011	Clerk
Milton	Susan Galvin, CMMC	2012	Clerk
Newbury	Gretchen E Girard		Assistant Clerk
North Brookfield	Tara A Hayes	2019	Clerk
Northbridge	Laura Medeiros		Assistant Clerk
Otis	Lyn O'Brien, CMMC	2006	Clerk
Pepperell	Brynn Montesanti	2020	Clerk
Phillipston	Karin L Foley, CMMC	2002	Clerk
Plymouth	Pearl M. Sears	2020	Clerk
Raynham	Amy Canepa		Assistant Clerk
Raynham	Marsha L. Silvia	2012	Clerk
Rehoboth	Laura L Schwall, CMC/CMMC	2013	Clerk
Rutland	Daymian Bartek		Assistant Clerk
Rutland	Anita K Carlson, CMMC	2014	Clerk
Salem	Maureen Fisher		Election Assistant
Salem	Ilene Simons	2018	Clerk
Salem	Rochelle Sport		Asst. Clerk of the Council
Scituate	Kathleen A. Gardner	2012	Clerk
Sharon	Mark Hogan	2020	Clerk
South Hadley	Carlene C Hamlin, CMMC	2009	Clerk
Southborough	Amy Berry		Assistant Clerk
Southborough	James F. Hegarty	2015	Clerk
Sunderland	Wendy Houle, MMC/CMMC	1998	Clerk
Townsend	Jessica Funaiole		Assistant Clerk
Townsend	Kathleen M Spofford, CMMC	2014	Clerk
Wales	Leis Phinney, CMMC	2011	Clerk
Warwick	John Paganetti	2020	Clerk
Wellesley	KC Kato	2018	Clerk
Wellfleet	Jennifer Congel	2019	Clerk
West Bridgewater	Anne G. Iannitelli, CMC/CMMC	2015	Clerk
West Tisbury	Tara J Whiting-Wells, CMC	2009	Clerk
Westminster	Marybeth Haley-Cormier		Assistant Clerk
Westminster	Ellen M Sheehan, CMMC	2016	Clerk
Weymouth	Kathleen A. Deree	2012	Clerk

Community	Name of Attendee	Year Started as Clerk	Title
Weymouth	Lee Ann Hultin		Assistant Clerk
Williamsburg	Brenda Lessard	2007	Clerk
Wilmington	Christine Touma-Conway	2001	Clerk
Wrentham	Cynthia L. Thompson, CMC/CMMC	2015	Clerk
Yarmouth	Susan Regan		Assistant Clerk

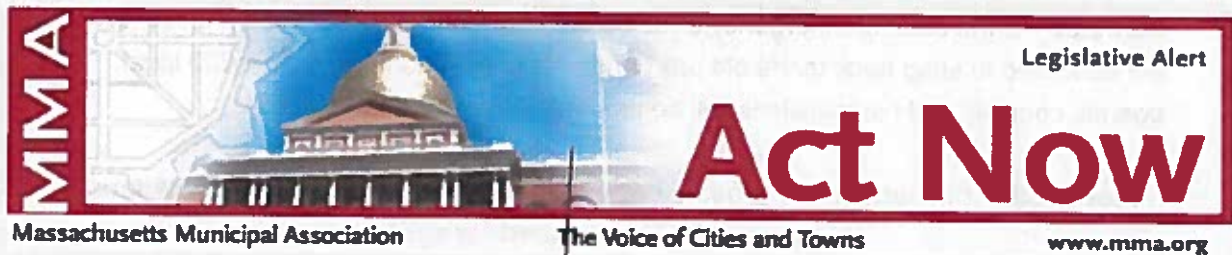
Total Attendees: 94

**Talbot, Nancy**

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**From:** Massachusetts Municipal Association <alerts@mma.org>  
**Sent:** Monday, May 24, 2021 2:37 PM  
**To:** Talbot, Nancy  
**Subject:** Nancy, Act Today and Ask for Enactment of Legislation to Continue Important Municipal Options

**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.



**Abrupt End of State of Emergency on June 15 Will Create Huge Challenges for Cities and Towns**

**Call Your Reps & Senators Today and Ask for Enactment of Legislation to Continue Important Municipal Options**

With the State Transitioning to a "New Normal," Now is the Time to Talk to Your Legislators about Ensuring a Smooth Transition Out of the State of Emergency

Please Ask Your Representatives and Senators for Permanent Extensions to Continue:

- Remote Meetings and Hearings by Public Bodies
  - Remote Town Meetings
- Voting-by-Mail and Electronic Signatures for Nomination Papers
- Expedited Permitting for Outdoor Service, Take-Out Alcohol, and Expanded Local Licensing Authority

May 24, 2021

Dear Nancy Talbot,

The end of the COVID-19 state of emergency on June 15 will create a number of major transition challenges for government and businesses. At this critical juncture, as Massachusetts transitions to a "new normal," it will be important to retain many of the special rules enabled by the emergency declaration, especially those that have fostered innovative approaches to governance and service delivery. Cities and towns want to use these options to improve operations on a permanent basis.

**Please Call Your Representatives and Senators TODAY! Legislation must be enacted BEFORE June 15 to allow remote public meetings and hearings to continue – if the state of emergency ends before legislation passes, cities and towns will be forced to snap back to the old pre-pandemic rules, and more than 1,000 local boards, councils and commissions will be prevented from meeting virtually.**

**Please click this link to download a copy of MMA's letter to Legislative leaders, explaining the urgent need for action**

#### **Remote Participation by Public Bodies**

The most immediate and urgent issue that must be addressed prior to June 15 is enactment of a permanent extension of the ability to conduct public meetings and hearings remotely. Remote meetings have engaged more residents than ever before and have significantly increased transparency and insight into government operations and decision-making. Communities do not want to snap back to the overly confining pre-pandemic rules, and many are not in a position to do so quickly. Remote meetings and remote public participation should be made permanent, and this action should be expedited as a top legislative priority before the state of emergency ends to avoid disruption to local deliberations and decision-making.

#### **Town Meetings, Elections and Voting**

MMA is working with municipal officials to identify the most important special rules and temporary statutes related to Town Meetings and elections that should continue going forward. Among these, we know many towns want a permanent option to conduct remote Town Meetings, and a large number want this authority to be extended to Open Town Meeting communities. In order to ensure complete safety during the upcoming fall 2021 and spring 2021 municipal elections, the Legislature should permanently extend the rules governing voting by mail and other election innovations, such as a permanent provision to ensure that candidates for municipal office during any future public health emergency can collect signatures electronically.

### **Support for Local Economies**

Our downtowns and Main Streets have been hit hard by the pandemic, and municipalities wish to continue to support their local businesses, including restaurants and other venues that are hoping to rebound this summer and fall. Many of these temporary options, including take-out alcoholic beverages, expedited permitting for outdoor service, and expanded licensing authority are slated to end on August 15 (60 days after the end of the state of emergency).

Please call your Senators and Representatives TODAY and ask that they move quickly to enact legislation to make all of these provisions permanent, so that cities and towns have a seamless transition out of the state of emergency.

Massachusetts can benefit from the innovations and lessons learned during the past 14 months, and use them to improve government operations, transparency and public engagement, and continue essential business assistance programs to ensure a swifter recovery for our communities. But this will require legislative action before June 15.

If you or your legislators have any questions, please contact MMA Senior Legislative Analyst Brittney Franklin at [bfranklin@mma.org](mailto:bfranklin@mma.org).

**PLEASE CALL YOUR LEGISLATORS TODAY**

**THANK YOU!**



Massachusetts Municipal Association  
3 Center Plaza  
Suite 610  
Boston, MA 02108  
(617) 426-7272 | [Email Us](#) | [View our website](#)

[Unsubscribe](#) from MMA Legislative Alert Emails





Massachusetts  
Municipal  
Association

3 Center Plaza, Suite 610 • Boston, MA 02108  
617-426-7272 • 800-882-1498 • fax 617-695-1314  
www.mma.org

May 24, 2021

The Honorable Ronald J. Mariano  
Speaker of the House  
The Honorable Karen E. Spilka  
Senate President  
State House  
Boston, MA 02133

*(Delivered Electronically)*

Dear Speaker Mariano and President Spilka,

On behalf of cities and towns of the Commonwealth, the Massachusetts Municipal Association wishes to express its appreciation to you and your colleagues in the House and Senate for your vital partnership over the past 14 months, as state and local government have worked together to protect citizens from the deadly coronavirus and develop innovative solutions to sustain government decision-making and operations in extraordinary circumstances.

In a series of bills enacted immediately after the start of the state of emergency on March 10, 2020, the Legislature created special rules that enabled cities and towns to conduct business, hold elections, approve budgets and support residents and local economies during incredibly challenging times. The disciplined work by the state and cities and towns over the 14 months has paid off, and we now start a careful transition to more normal operations.

The planned end of the state of emergency on June 15 is welcome news for weary residents and businesses. At this critical juncture, as we transition to a “new normal” state, it will be important to retain many of the special rules enabled by the emergency declaration, as they have led to innovative approaches to governance and service delivery, and provided insight on ways to adapt and improve operations on a permanent basis. We very much appreciate the urgency that you have brought to the Legislature’s review of these special rules and practices, and your goal of ensuring a smooth transition out of the state of emergency, so that government at all levels can continue to serve and protect residents in the best manner possible. Local leaders share your sense of urgency and your desire to adopt permanent changes to best serve our residents and businesses.

#### Remote Participation by Public Bodies

The abrupt end of the state of emergency on June 15 will create a number of major transition challenges for government and businesses. The most immediate and urgent issue that must be addressed *prior to June 15* is enactment of a permanent extension of the ability to conduct public meetings and hearings remotely.



On March 12, the Governor used his state-of-emergency powers to issue an executive order suspending certain provisions of section 20 of MGL Chapter 30A, allowing cities and towns to conduct meetings remotely. This was necessary because the existing state statute is woefully inadequate, does not allow remote participation in meetings unless a physical quorum is present, and reduces the ability of officials who are participating virtually to fully engage. Nearly overnight, cities and towns adopted new technology and software platforms and created a new and remarkably successful remote meeting experience for municipal leaders and the public. Remote meetings have engaged more residents than ever before and have significantly increased transparency and insight into government operations and decision-making. Communities do not want to snap back to the overly confining pre-pandemic rules, and many are not in a position to do so quickly. Many localities have closed public buildings, repurposed meeting rooms to provide safer distancing for municipal staff, or have longer-term ventilation concerns that have yet to be addressed. Further, with many residents yet to be vaccinated, and immuno-compromised officials and members of the public unable to achieve full protection from the coronavirus, it is imperative that we continue the remote meeting option for local government. With multiple councils, boards and commissions in place in each of our 351 cities and towns, there are well over 1,000 public entities that rely on remote meetings and virtual platforms to conduct everyday business in much greater public view than ever before.

For these reasons, we ask that the special rules allowing the option of remote meetings and remote public participation be made permanent, and that this action be expedited as a top legislative priority before the state of emergency ends to avoid disruption to local deliberations and decision-making.

### *X* Town Meetings, Elections and Voting

*Open Town Meeting* → We are still compiling a full list of special rules and temporary statutes related to Town Meetings and elections that will need to continue going forward. Among these, we ask that the Legislature ensure that towns have a permanent option to conduct remote Town Meetings, and that this authority also be extended to Open Town Meeting communities. The technology supporting large remote meetings is improving every day, and the experience has been extremely successful locally, with overwhelming participation. We also support a permanent provision to ensure that candidates for municipal office during any future public health emergency can collect signatures electronically instead of physically gathering signatures, and ask that you permanently extend the rules governing voting by mail and other election innovations going forward. The Legislature provided outstanding leadership in enacting these provisions during the public health emergency, yet a number of these acts are set to expire by the end of June and need to be renewed.

### Support for Local Economies

Our downtowns and main streets have been hit hard by the pandemic, and municipalities wish to continue to support their local businesses, including restaurants and other venues that are hoping to rebound this summer and fall. Many of these temporary options, including take-out alcoholic beverages, expedited permitting for outdoor service, and expanded licensing authority are slated to end on August 15 (60 days after the end of the state of emergency). However, cities and towns do not have sufficient time to amend their bylaws, ordinances, or licenses and permitting rules, due to the complexity of these issues locally and the long delay before fall town meetings in October and November. Further, without legislative relief, the ABCC will soon face a massive

backlog of licensing requests that will be extraordinarily difficult to process on time. Without a legislative solution, we will see major disruption and economic harm to the businesses that have been sustained by these special rules and provisions.

We thank you for your leadership during the pandemic, and for your strong support for cities and towns. With the state of emergency scheduled to end in just a few weeks, it is imperative that the transition to our “new normal” is seamless. With your support, Massachusetts can act on the innovations and lessons learned during the past 14 months, and use them to improve government operations, transparency and public engagement, and continue essential business assistance programs to ensure a swifter recovery for our communities.

Thank you for your interest in these very important local government matters. If you have any questions, please do not hesitate to have your office contact me or MMA Senior Legislative Analyst Brittney Franklin at 617-426-7272 or [bfranklin@mma.org](mailto:bfranklin@mma.org) at any time.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Beckwith', written in a cursive style.

Geoffrey C. Beckwith  
Executive Director & CEO

## Talbot, Nancy

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**From:** Ben Kaufman <bkaufman@brooklinema.gov>  
**Sent:** Tuesday, June 1, 2021 9:39 AM  
**To:** Talbot, Nancy  
**Subject:** RE: Allowing remote Town Meeting after June 15  
**Attachments:** MTCA S.27 Letter.docx

**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.

Nancy,

Thank you for sending this along. I am attaching to this email a draft letter from the MTCA to the Chair of the Senate Committee on Ways and Means, asking for them to pass S.27, which extends the Town Meeting allowances that were permitted last year.

Brookline's Town Meeting looks likely to run into the June 15 deadline, which makes it important that this legislation pass quickly.

It would be great if the MTCA could submit this letter. I believe Ways and Means has hearings on this legislation this week, and the House will have hearings next week.

Please let me know if you have any questions.

Best,

Ben Kaufman

## Ben Kaufman

*Town Clerk*



Town of Brookline | Town Clerk's Office  
333 Washington Street, 1st FL - Rm 104  
Brookline, MA 02445-6853  
☎: (617) 730-2010 | 📠: (617) 730-2043

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**From:** Talbot, Nancy [mailto:NTalbot@townofware.com]  
**Sent:** Tuesday, June 01, 2021 8:40 AM  
**To:** Ben Kaufman  
**Subject:** RE: Allowing remote Town Meeting after June 15  
**Importance:** High

Welcome aboard, I just forwarded under a separate email the information that I sent out two weeks ago to MTCA members from MMA

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**From:** Ben Kaufman <bkaufman@brooklinema.gov>  
**Sent:** Saturday, May 29, 2021 3:18 PM  
**To:** Talbot, Nancy <NTalbot@townofware.com>  
**Subject:** Allowing remote Town Meeting after June 15

**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.

June 1, 2021

The Honorable Michael J. Rodrigues  
Chair, Senate Committee on Ways and Means  
State House, Room 212

Dear Chair Rodrigues,

We write, as the Executive Board of the Massachusetts Town Clerks Association, in support of S.27, *An Act relative to extending COVID-19 accommodations for municipalities in elections and for representative town meetings*. This legislation will allow for Town Meetings that are currently meeting remotely, or under allowances permitted by Chapter 92 of the Acts of 2020, to continue to meet remotely until their work concludes.

At the height of the COVID-19 pandemic in 2020, the Massachusetts Legislature wisely passed legislation to allow Town Meetings to meet remotely, to meet outside of the geographic borders of the Town, and to lower quorum requirements. This legislation has allowed Town Meetings across Massachusetts to continue to do important work, while keeping town meeting members, town employees, and the public safe. This legislation is scheduled to expire on June 15 with the ending of the Governor's March 10, 2020 state of emergency.

It is important that Town Meetings currently underway are allowed to continue to meet after June 15 under the same requirements as outlined in Chapter 92 of the Acts of 2020. This would prevent a Town Meeting from having to switch from meeting remotely to in-person, or to change locations, in the midst of a Town Meeting. It will also prevent a Town Meeting from having to conclude before it had completed its warrant because it ran into the June 15 deadline.

The decision to allow Town Meetings to meet remotely, meet outside the boundaries of the town, and meet with a lower quorum requirement was a wise one. Ensuring that these Town Meeting can complete their important work this spring is wise as well.

We urge you to pass S.27, *An Act relative to extending COVID-19 accommodations for municipalities in elections and for representative town meetings*, favorably out of committee.

Respectfully,

Nancy Talbot  
President, Massachusetts Town Clerks Association  
Ware Town Clerk



SUZANNE M. BUMP, ESQ.  
AUDITOR

# The Commonwealth of Massachusetts

AUDITOR OF THE COMMONWEALTH

STATE HOUSE, BOSTON 02133

TEL (617) 727-2075  
FAX (617) 727-3014

May 19, 2021

Representative Daniel J. Ryan, House Chair  
Joint Committee on Election Laws  
24 Beacon Street  
Room 36  
Boston, MA 02133

Senator Barry R. Finegold, Senate Chair  
Joint Committee on Election Laws  
24 Beacon Street  
Room 511-A  
Boston, MA 02133

Dear Chairs Ryan and Finegold:

As the Joint Committee on Election Laws examines legislation related to the accessibility and funding of elections, I want to thank you for your commitment to expanding access to the franchise, which is fundamental to our democracy.

I write in support of *An Act relative to early voting cost reimbursements (H. 838/S. 489)*, filed by Representative Steve Ultrino and Senator Rebecca Rausch, respectively. These bills, which assume the permanent extension of early voting, authorize and direct the Office of the State Auditor to collect and certify financial data from municipal elections officials relative to the costs incurred in its administration. It also creates a permanent mechanism for forward funding of those costs through an annual appropriation through the Secretary of State's office. In so doing, it fulfills the Commonwealth's obligation to cover the mandated costs of early voting and relieves municipalities of the uncertainty of future funding.

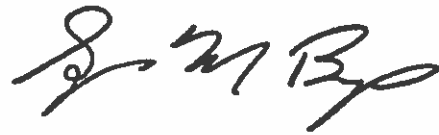
In recent months my office's Division of Local Mandates has worked closely with all 351 municipalities and the State Secretary's Elections Division to ascertain the amounts spent on early voting in 2020. We expect to certify eligible costs of close to \$3,000,000, which is nearly the amount appropriated by the Legislature for this purpose. I caution, however, against reliance upon this figure for future

appropriations, since funding for the 2020 elections came also from the federal CARES Act, the Secretary of the Commonwealth, and the Center for Tech and Civic Life. If not for these external financial resources, which probably will not exist for future elections, the final cost certification for early voting would have been significantly higher and would have far exceeded the legislative appropriation.

We look forward to future discussions with you relative to the categories of spending, amounts spent, and funding sources identified in the data we have collected in order to determine appropriate levels of future funding, as well as ways in which this bill may need to be amended to reflect any further expansions of voting access which involve mandated costs to local clerks.

Taken together, the provisions outlined in the legislation that is before you today only stand to strengthen our democracy and expedite the process for municipalities to receive their mandated share of funding for election costs. I thank you for your time and attention to this important matter, and for your diligence in the pursuit of expanded voting access and funding reimbursements. As always, my office is happy to serve as resource as you undergo this important work.

Sincerely,

A handwritten signature in black ink, appearing to read "Suzanne M. Bump". The signature is fluid and cursive, with the first letter of each name being capitalized and prominent.

Suzanne M. Bump  
Auditor of the Commonwealth