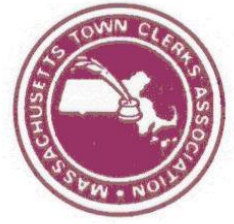


**Executive Board Meeting
Devens Common Center
Wednesday, January 31, 2024 – 10 AM**



www.masstownclerks.org

1. SECRETARY'S REPORT—JAYNE DAVOLIO
 - Approve December 4, 2023 Minutes (attached)
2. TREASURER'S REPORT— PATRICIA BESSETTE
 - Budget vs Actual 1/22/2024 (attached)
 - Membership reports – Summary & Pending (attached)
3. PRESIDENT'S REPORT—ELIZABETH GREENDALE
 - By-Law Committee update on potential change to membership
 - Deb Gremo resignation
 - E-Board Directory (attached)
 - Appointments List (attached)
 - MTCA/MCCA Merger Update
 - Gov. Healy FY25 Budget – Marriage Certs.
4. 1ST VICE PRESIDENT'S REPORT—DANIELLE SICARD
 - Scholarship Report (verbal)
 - Vendors Report (attached)
5. 2ND VICE PRESIDENT'S REPORT—DOTTIE POWERS
 - Devens Conference Update – (verbal)
6. EDUCATION COMMITTEE REPORT—TRUDY REID
 - Devens Classes Update (verbal)
7. LEGISLATIVE REPORT—ANDY DOWD
 - Legislative update (attached)
8. COMMITTEE REPORTS:
 - BYLAW / POLICY & PROCEDURES REVIEW COMMITTEE – NANCY BLACKMER
 - CLERKS MANUAL COMMITTEE – JAYNE DAVOLIO
 - COMMUNICATIONS COMMITTEE – DANIELLE SICARD (verbal)
 - CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD
 - MEMBER RECOGNITION COMMITTEE – NANCY BLACKMER
 - MENTORING COMMITTEE – DANIELLE SICARD
 - Mentor Workshop Report – October & December Elections session (attached)
 - NOMINATION COMMITTEE REPORT—TEDI EATON
9. SOFTWARE COORINATOR – DANIELLE SICARD (verbal)
10. SUNSHINE FUND ADMIN / SOCIAL SECRETARY REPORT—CHERYL ESTRELLA (attached)
11. PAST PRESIDENT REPORT—BOB CUTLER

MTCA EXECUTIVE BOARD MEETING



December 4, 2023 Northborough Senior Center

DRAFT 12-4-2023

	Attendance	Present
PRESIDENT	ELIZABETH T. GREENDALE	X
1ST VICE PRESIDENT	DANIELLE M. SICARD	X
2ND VICE PRESIDENT	DOROTHY POWERS	X
TREASURER	PATRICIA BESSETTE	X
ASST. TREASURER	VACANT	
SECRETARY	JAYNE MARIE DAVOLIO	X
PAST PRESIDENT	ROBERT E. CULTER, JR	
EXECUTIVE BOARD 2024	JOSEPH JUDD	
EXECUTIVE BOARD 2024	ANDREW DOWD	X
EXECUTIVE BOARD 2024	VALERIE FOX	
EXECUTIVE BOARD 2025	C. DAWNE WARREN	
EXECUTIVE BOARD 2025	KELLY DARLING	
EXECUTIVE BOARD 2025	MARY de ALDERETE	
EXECUTIVE BOARD 2026	ELLEN S. AGRO	X
EXECUTIVE BOARD 2026	DEBRA A. GREMO	X
EXECUTIVE BOARD 2026	KELLY MCELREATH	X
CONFERENCE REG ADMIN CERTIFICATION ADMIN	BABRABA LABOMBARD	
ED. DATABASE COOR.	TRUDY L. REID	
SUNSHINE ADMIN/SOCIAL SEC	CHERYL C.A. ESTRELLA	X

Meeting called to order at 10:06 AM

1. SECRETARY'S REPORT—JAYNE DAVOLIO

- Amendment made under Legislative Report to delete 2nd sentence for incorrect information. Amendment Correction to approve minutes and accepting reports in the motions.

Motion to approve the amended minutes 1st VP Danielle Sicard, 2nd Member Andy Dowd, All in Favor

MTCA EXECUTIVE BOARD MEETING



December 4, 2023 Northborough Senior Center

DRAFT 12-4-2023

2. TREASURER'S REPORT—TRISH BESSETTE

- Budget vs Actual 9/12/2023 Revised

Motion to accept the budget vs actual report dated 9/12/2023 as revised and presented by Treasurer Patricia Bessette was made by 1st VP Danielle Sicard and seconded by Member Ellen Agro. All in Favor

- Budget vs Actual 11/27/2023

Motion to accept the 11/27/2023 budget vs actual report presented by Treasurer Patricia Bessette was made by 1st VP Danielle Sicard and seconded by Member Andy Dowd. All in Favor

- Springfield 2023 Conference Report

A draft report of the Springfield 2023 Conference was presented by Treasurer Patricia Bessette. She indicated there were two outstanding balances – Sandisfield registration fee and the Secretary of the State Elections Division luncheon fees. There was a discussion of payment for the Secretary of States Election Division lunches from the Springfield conference. President Greendale would like to waive payment of lunches for the Springfield conference.

- Membership reports
- Annual Financial Review Report

Motion to accept the waiving of the luncheon fees from the Secretary of States Election Division was made by Member Kelly McElreath and seconded by Member Ellen Agro. All in Favor

3. PRESIDENT'S REPORT—ELIZABETH GREENDALE

At the September 2023 E Board meeting the Board approved two policies that were simply being added to the MTCA Policy and Procedure Manual. The policies were regarding conference registration deadlines and vendor late fees.

Motion to approve the changes on pages 10 & 11 for the policy and procedure manual was made by 1st VP Danielle Sicard and seconded by Member Kelly McElreath. All in Favor

- Bylaw – Article III – Membership & Dues – the E Board discussed the possibility of changing our membership back where only paid memberships existed for staff members. Some of the discussion included that our current system is not compatible with conference registration software that has been explored for use and the increased conference expenses. Treasurer Bessette noted that we currently only have 18 Staff no Memberships and 4 City Staff No memberships. 1st VP Sicard noted that the last

MTCA EXECUTIVE BOARD MEETING



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sentence of Article III, A Membership, Section 2. Associates Members was added in 2017 as the MTCA was working to increase membership at that time.

Motion made by 1st VP Danielle Sicard to send the recommendation of the E-board to the bylaw review committee, to remove the last sentence of Article III, A. Membership, Section 2. Associates Members, from the bylaws. Second by Member Kelly McElreath, All in Favor

- Vitals Rollout – TBD Possibly March 18th for the roll out. With online training of 60-90-minute training sessions starting in January.
- Decision Desk HQ - Brandon Finnegan: This reporting company will be paying the MTCA \$3,500.00 in March, \$3,500.00 in September, and \$4,000.00 for the Presidential in advance. It is good practice to get the results ready by email and send out or call the results in. The other reporting companies that the MTCA works with are Edison and AP.
- CMMC Certification Administrator Letters of Interest –Lillian Drane of Lakeville, Dianne Bucco, Manchester by the Sea, and Catherine Heuberger, Mattapoissett. Discussion of appointment and reaching out to the other two members who sent letters of interest to discuss being on the committee for succession planning.

Motion made by 1st VP Danielle Sicard to Offer the Certification Administer position to Lillian Drane upon Barbara Labombard's end of term. Seconded by Member Andy Dowd. All in Favor

- MCCA Joint conference arrangement Update: Discussion took place and with no avail of hearing back from the MCCA, after many attempts by President Greendale, the board will try to schedule a meeting at the Devens Conference. This will be to discuss with the MCCA our position to remove joint committee language and make it part of our membership process. They will have the option if they are members to be part of our committees. President Greendale will send out an invite.

4. 1ST VICE PRESIDENT'S REPORT—DANIELLE SICARD

- Conference Registrations – Update

We are looking at a new way to process registration from the membership list. From the list, an email will be generated and sent out to register for the conference. Barbara Labombard and the registrant would get a copy of the form for reference. We have the possibility of looking into LL Data to obtain new software for easier reporting. Working with this first-time registration system we tried to tie into Prestogem, but it is not working. The next phase would be to reach out to Civic Plus to see if we can adapt from Mary de Alderete and the program she has put together. The top portion is important for you to fill out. Danielle Sicard will send it out by the end of this week for a trial. The education committee has decided not to use poll pads/ back to paper sign in sheets.

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- Scholarship Report N/A
- Vendors Report: For Devens, we have 13 to 14 tables right now. Vendors have been paying in advance.

5. 2ND VICE PRESIDENT'S REPORT—DOTTIE POWERS

- Conference costs – Plymouth meal fees stayed the same pricing. Devens is staying the same for pricing and we can open registration for booking a room for the conference.
- Update from JP Association: Dottie did a presentation to the JP Association, and they have the same problems that we have as clerks. They are looking for clerks to join the association. There is always the possibility of them contracting a vendor table.

6. EDUCATION COMMITTEE REPORT—TRUDY REID

- Devens Class Line Up: The lineup looks good. Member Jayne Davolio mentioned a suggestion she received from another clerk to have a meet and greet for clerks 5 years and under. Discussion took place to further review for the Southbridge conference. Also, discussion of other groups such as Small Towns, Succession planning for retiring clerks, and transitioning clerks into new communities.

7. LEGISLATIVE REPORT—ANDY DOWD Tom Joyce spoke of the supplemental budget being voted on by January 1st.

Two items that are involved in the budget are the five million dollars in grant money by the Secretary of State and this would be for elections including locals available through November of 2024. Second, the approval of the Primary date September 3, 2024.

8. COMMITTEE REPORTS:

- BYLAW / POLICY & PROCEDURES REVIEW COMMITTEE – NANCY BLACKMER was not present.
- CLERKS MANUAL COMMITTEE – JAYNE DAVOLIO stated that this is a work in progress.
- COMMUNICATIONS COMMITTEE – DANIELLE SICARD stated there was nothing to report at this time.
- CMMC CERTIFICATION/CONFERENCE ADMINISTRATOR—BARBARA LABOMBARD was not present.
- MEMBER RECOGNITION COMMITTEE – NANCY BLACKMER was not present.

MTCA EXECUTIVE BOARD MEETING



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- MENTORING COMMITTEE – DANIELLE SICARD: WOW, so we have so much going on, we are pulling in strong numbers for registrations in our mentoring sessions, and they fill up fast. The next sessions are coming up this week with the topic of Elections local and Primary and we have Tri-County signing on. We hope to have this grow for the other county associations to start becoming mentors and holding sessions.
- NOMINATION COMMITTEE REPORT—TEDI EATON was not present.

9. SOFTWARE COORDINATOR – DANIELLE SICARD stated there was nothing to report at this time.

10. SUNSHINE FUND ADMIN / SOCIAL SECRETARY REPORT—CHERYL ESTRELLA

Cheryl Estrella reported that Treasurer Bessette and she have put together a system for invoicing for the donations that the MTCA provides. It was noted that she will send a Dish Garden to Steve Kerrigan as he is a member who lost his spouse.

11. PAST PRESIDENT REPORT—BOB CUTLER reporting from Las Vegas with a thank you to all for doing a wonderful job.

News notification from Tom Joyce at 11: 54 the house has accepted the Budget.

Motion to adjourn at 11: 56 AM. 1st VP Danielle Sicard, 2nd Member Andy Dowd, All in Favor

Respectfully Submitted,

Jayne Marie Davolio

Jayne Marie Davolio, MTCA Secretary

Massachusetts Town Clerks' Association

Budget vs. Actual

As of January 22, 2024

INCOME	FY24 Budget	NEW INCOME	ACTUAL	REMAINING
3100 - Conference Revenue				
3110 - Registration	\$53,000.00	\$16,025.00	\$37,920.00	\$15,080.00
3120 - Meals	\$51,600.00	\$16,455.00	\$36,197.50	\$15,402.50
3130 - Mentoring Workshops	\$1,800.00	\$625.00	\$1,590.00	\$210.00
3140 - Vendor Income	\$24,000.00	\$7,105.00	\$19,490.00	\$4,510.00
Total Conference Revenue	\$130,400.00	\$40,210.00	\$95,197.50	\$35,202.50
3200 - Certification Revenue	\$1,500.00	\$720.00	\$1,305.00	\$195.00
3300 - Scholarship Donations	\$2,500.00		\$500.00	\$2,000.00
3400 - Public Recorder/Website Ads	\$2,000.00		\$4,750.00	(\$2,750.00)
3500 - Media Stipends/AP/Educ	\$6,000.00		\$0.00	\$6,000.00
3600 - Dues	\$31,100.00	\$375.00	\$35,385.00	(\$4,285.00)
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
	\$43,100.00	\$1,095.00	\$41,940.00	\$1,160.00
TOTAL INCOME	\$173,500.00	\$41,305.00	\$137,137.50	\$36,362.50

Massachusetts Town Clerks' Association

Budget vs. Actual

As of January 22, 2024

EXPENSE	FY23 BUDGET	NEW EXP	ACTUAL	REMAINING
5000 - President Expenses	\$2,500.00		\$572.64	\$1,927.36
5100 - Secretary Expense	\$0.00	\$0.00	\$0.00	\$0.00
5200 - Treasurer Expenses				
5200 - Treasurer Expenses	\$250.00	\$67.00	\$67.00	\$183.00
5201- MTCA software	\$2,900.00		\$2,835.00	\$65.00
5202 - Software Coordinator	\$1,200.00	\$600.00	\$1,200.00	\$0.00
Total Treasurer Expenses	\$4,350.00	\$667.00	\$4,102.00	\$248.00
5300 - Lobbyist Expenses				
5301 - Lobbyist Salary	\$36,050.00	\$6,008.34	\$21,029.19	\$15,020.81
5302 - Lobbyist Expenses	\$0.00		\$0.00	\$0.00
5303 - Lobbyist Reg Fee	\$110.00	\$110.00	\$110.00	\$0.00
Total Lobbyist Expense	\$36,160.00	\$6,118.34	\$21,139.19	\$15,020.81
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		\$2,000.00	\$2,000.00
5404 - Awards/Scholarships	\$0.00		\$0.00	\$0.00
Total Scholarship Expenses	\$7,600.00	\$0.00	\$2,000.00	\$5,600.00
5500 - Legislative Committee Expenses	\$250.00	\$0.00	\$0.00	\$250.00
5600 - Certification Expenses				
5601 - Administrator Stipend	\$1,000.00	\$515.00	\$515.00	\$485.00
5602 - Certification Expenses	\$400.00	\$150.01	\$286.93	\$113.07
Total Certification Expenses	\$1,400.00	\$665.01	\$801.93	\$598.07
5700 - Conference Expenses				
5701 - Printing Brochures/Program	\$1,800.00		\$735.55	\$1,064.45
5702 - Conference Deposits	\$7,000.00		\$2,000.00	\$5,000.00
5703 - Postage / Brochure Mailing			\$0.00	\$0.00
5705 - Entertainment	\$600.00		\$0.00	\$600.00
5706 - Speakers / Education	\$1,240.00		\$0.00	\$1,240.00
5707-1 - Conference Hotel / Meals	\$89,600.00		\$44,630.75	\$44,969.25
5707-2 - Conference AV equipmmt	\$7,500.00		\$4,045.00	\$3,455.00
5708 - NE Conference (2022)	\$1,000.00		\$0.00	\$1,000.00
5709 - Misc Conf Exp (survey)	\$2,500.00	\$497.25	\$497.25	\$2,002.75
5710 - Mentoring - refreshments	\$1,800.00	\$715.82	\$1,588.24	\$211.76
Total Conference Expenses	\$113,040.00	\$1,213.07	\$53,496.79	\$59,543.21

Massachusetts Town Clerks' Association

Budget vs. Actual

As of January 22, 2024

EXPENSE Continued	FY2024 BUDGET	NEW EXP	ACTUAL	REMAINING
5800 - Executive Board Meetings/Lunches	\$2,600.00	\$451.48	\$1,272.72	\$1,327.28
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	\$2,469.50	\$2,469.50	(\$469.50)
Total Communication/Public Recorder	\$2,000.00	\$2,469.50	\$2,469.50	(\$469.50)
6000 - Auditor				
6001 - Annual Financial Review	\$850.00	\$900.00	\$900.00	(\$50.00)
6002 - Annual Tax Returns	\$850.00	\$900.00	\$900.00	(\$50.00)
Total Auditor Expense	\$1,700.00	\$1,800.00	\$1,800.00	(\$100.00)
6100 - Marketing / Name Badges	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Miscellaneous Expenses				
6201 - Gifts/Memorials/Flowers	\$1,000.00	\$0.00	\$22.05	\$977.95
6202 - NEMCI Graduation Gifts	\$400.00		\$199.04	\$200.96
6203 - Miscellaneous	\$500.00		\$0.00	\$500.00
Total Miscellaneous Expense	\$1,900.00	\$0.00	\$221.09	\$1,678.91
TOTAL EXPENSE	\$173,500.00	\$13,384.40	\$87,875.86	\$85,624.14
Income / Expense Variance	\$0.00		\$49,261.64	

Checking Account

Beginning Balance	11/27/2023	\$55,863.55
New Income		\$41,305.00
New Expenses		\$13,384.40
Current Balance	1/22/2024	\$83,784.15

Money Market account Balance

Beginning Balance	11/27/2023	\$32,298.68
New Income		\$1.62
New Expenses		
Current Balance	1/22/2024	\$32,300.30

Membership Summary

2024

Member Type	Member Status	#	Membership Amt	Over Paid	Total
ACTIVE MEMBER	ACTIVE	297	\$23,965.00	\$10.00	\$23,975.00
ACTIVE MEMBER	TRANSFER-ACTIVE	1	\$35.00	\$0.00	\$35.00
ACTIVE MEMBER	TRANSFER-INACTIVE	10	\$725.00	\$0.00	\$725.00
AFFILIATE MEMBER	ACTIVE	28	\$2,800.00	\$0.00	\$2,800.00
AFFILIATE MEMBER	TRANSFER-INACTIVE	1	\$100.00	\$0.00	\$100.00
ASSOCIATE	ACTIVE	296	\$7,400.00	\$0.00	\$7,400.00
ASSOCIATE	INACTIVE	6	\$150.00	\$0.00	\$150.00
CITY STAFF - No Membership	ACTIVE	5	\$0.00	\$0.00	\$0.00
RETIRED	ACTIVE	20	\$200.00	\$0.00	\$200.00
STAFF- No Membership	ACTIVE	21	\$0.00	\$0.00	\$0.00
TRANSFER-ACTIVE	ACTIVE	4	\$0.00	\$0.00	\$0.00
TRANSFER-ACTIVE	TRANSFER-ACTIVE	7	\$0.00	\$0.00	\$0.00
					\$35,385.00

2024

MTCA MEMBERSHIPS PENDING

Printed on: 1/22/2024

ACTIVE MEMBER

Town	Name	Population	Total Fee
Sandisfield	Douglas Miner	825	\$15.00

ACTIVE MEMBER TOTAL \$15.00

ASSOCIATE

Town	Name	Population	Total Fee
Natick	John Doyle	37000	\$25.00

ASSOCIATE TOTAL \$25.00

TOTAL \$40.00

EXECUTIVE BOARD

2023-2024

ASSOCIATION OFFICERS

President

Elizabeth T. Greendale, CMC/CMMC *Middlesex County*
703 Washington Street
Holliston, MA 01746

Hours: Mon, Wed, Thurs: 8:30 AM - 4:30PM
Tues: 8:30 AM - 7:00 PM
Fri: 8:30 AM - 1:00 PM

Office: 508-429-0601
Fax: 508-429-0601
Cell: 508-561-6804
E-Mail: greendalee@holliston.k12.ma.us

1st Vice-President

Danielle M. Sicard, MMC/CMMC *Bristol County*
136 Elm Street
Easton, MA 02356

Hours: Mon: 8:30 AM - 7:30 PM
Tues - Thurs: 8:30 AM - 4:30 PM
Fri: 8:30 AM - 12:30 PM

Office: 508-230-0530
Fax: 508-230-0569
Cell: 508-840-3727
E-Mail: DSicard@easton.ma.us

2nd Vice-President

Dorothy A. Powers, MMC/CMMC *Norfolk County*
580 High Street
Westwood, MA 02090

Hours: Mon-Wed: 8:30-4:30 PM
Tuesday: 8:30 -7:00 PM
Friday: 8:30-1:00 PM

Office: 781-326-3964
Fax: 781-948-4573
Cell: 781-801-0922
Email: dpowers@townhall.westwood.ma.us

Treasurer

Patricia C. Bessette (2023) *Norfolk County*
65 East Main Street
Avon, MA 02322

Hours: Mon-Wed: 8:30 AM - 4:30 PM
Thurs: 8:30 AM - 7:30 PM Fri: 8:30 AM - 1:00 PM

Office: 508-588-0414 ext. 1013
Fax: 508-559-0209
Cell: 508-596-8595
E-Mail: pbessette@avon-ma.gov

Secretary

Jayne Marie Davolio, CMMC, CMC *Worcester County*
127 Elm Street
Millbury, MA 01527

Hours: Mon, Wed, Thurs: 8:00 AM - 4:00 PM
Tues: 8:00 AM - 7:00 PM
Fri: 8:00 AM - 12:00 PM

Office: 508-865-9110
Fax: 508-865-0857
Cell: 774-276-0104
E-Mail: jdavolio@millburyma.gov

Past President

Robert E. Cutler, Jr., CMC/CMMC *Norfolk County*
40 South Street
Foxborough, MA 02035

Hours: Mon - Thurs: 8:30 AM - 4:00 PM
Tues Evenings: 5:00 PM - 8:00 PM
Fri: 8:30 AM - 12:30 PM

Office: 508-543-1208
Fax: 508-543-6278
Cell: 508-254-2058
E-Mail: bcutler@foxboroughma.gov

Legislative Agent

Thomas M. Joyce, Jr.
Joyce & Joyce
100 Sudbury Street, Suite 2014
Boston, MA 02114

Office: 617-742-2420
Cell: 617-308-2290
E-Mail: tjoyce20@comcast.net

EXECUTIVE BOARD MEMBERS

Executive Board – Term Expires 2024

Joseph Judd (2021-2024) *Franklin County* Office: 413-625-0300 ext 3
51 Bridge Street Fax: 413-625-0312
Shelburne, MA 01370 Cell: 413-834-7997
Hours: Mon, Tues: 10:00 AM - 5:00 PM E-Mail: townclerk@townofshelburnema.gov
Thurs: 10:00 AM - 4:00 PM

Andrew Dowd, CMC/CMMC (2023-2024) *Worcester County* Office: 508-393-5002
63 Main Street Fax: 508-393-6996
Northborough, MA 01532 Cell: 508-269-2672
Hours: Mon, Wed, Thurs: 8:00 AM - 4:00 PM E-Mail: adowd@town.northborough.ma.us
Tues: 8:00 AM - 7:00 PM
Fri: 7:00 AM - 12:00 PM

Valerie Fox, MMC, CMMC (2021-2024) *Middlesex County* Office: 781-259-2607
16 Lincoln Road Fax: 781 259-8735
Lincoln, MA 01773 Cell: 617-281-4190
Hours: Mon - Fri: 8:30 AM - 4:30 PM E-Mail: foxv@lincolntown.org

Executive Board – Term Expires 2025

C. Dawne Warren, CMC (2022-2025) *Essex County* Office: 978-688-9501
120 Main Street Fax: 978-688-9557
North Andover, MA 01845 Cell: 978-809-2359
Hours: Mon, Wed, Thu: 8:00 AM – 4:30 PM E-Mail: dwarren@northandoverma.gov
Tue: 8:00 AM - 6:00 PM; Friday 8:00 AM-12:00 PM

Kelly L. Darling, CMC (2022-2025) *Barnstable County* Office: 508-240-3700
19 School Road Fax: 508-240-3388
Orleans, MA 02653 Cell: 774-840-0616
Hours: Mon-Fri : 8 :30 AM – 4:30 PM E-Mail: kdarling@town.orleans.ma.us

Mary de Alderete, CMC/CMMC (2022-2025) *Middlesex County* Office: 781-698-4558
1625 Mass. Ave Fax: 781-861-2754
Lexington, MA 02420 Cell: 781-354-4047
Hours: Mon, Wed, Thurs: 8:30 AM – 4:30PM E-Mail: townclerk@lexingtonma.gov
Tues: 8:30 AM – 7:00 PM Fri: 8:30 AM- 1:00 PM

Executive Board – Term Expires 2026

Ellen S. Agro, CMMC (2023-2026) *Worcester County* Office: 508-473-1085
20 Main Street Fax: 508-473-5793
Mendon, MA 01756 Cell : 508-259-9421
Hours: Mon-Thurs: 8:00 AM-4:00 PM email : eagro@mendonma.gov
Friday Closed

VACANCY (2023-2026) *Plymouth County* Office:
Fax:
Cell:
Hours: email:

Kelly McElreath, MMC (2023-2026) *Plymouth County* Office: 508-322-3433
26 Court Street Fax: 508-830-4116
Plymouth, MA 02360 Cell: 508-726-3984
Hours: Mon, Wed, Thurs: 7:30 AM-4:00 PM Email: kmcelreath@plymouth-ma.gov
Tues: 7:30 AM – 6:30 PM
Fri: 7:30 AM-12:00 PM

APPOINTED POSITIONS

Assistant Treasurer: Intentionally Vacant

CMMC Certification Administrator

Barbara L. LaBombard, MMC (2021-2024) *Hampshire County* Office: 413-529-1400 ext 460
50 Payson Avenue, Ste. 100 Fax: 413-529-1417
Easthampton, MA 01027 Cell: 413-527-3903
Hours: Mon - Thurs: 7:30 AM - 5:00 PM E-Mail: cityclerk@easthamptonma.gov

Conference Registration Administrator

Barbara L. LaBombard, MMC (2022-2025) *Hampshire County* Office: 413-529-1000 ext 460
50 Payson Avenue, Ste. 100 Fax: 413-529-1417
Easthampton, MA 01027 Cell: 413-527-3903
Hours: Mon - Thurs: 7:30 AM - 5:00 PM E-Mail: cityclerk@easthamptonma.gov

Education Database Coordinator

Trudy L. Reid, CMMC (2021-2024) *Middlesex County* Office: 508-358-3631
41 Cochituate Road Fax: 508-358-3627
Wayland, MA 01778 Cell: 978-998-5618
Hours: Mon: 8:00 AM – 7:00 PM Email: treid@wayland.ma.us
Tues-Thurs: 8:00 AM – 4:00 PM
Fri: 8:00 AM - 12:30 PM

Elections Task Force Representative

Danielle M. Sicard, MMC/CMMC (2022-2025) *Bristol County* Office: 508-230-0530
136 Elm Street Fax: 508-230-0569
Easton, MA 02356 Cell: 508-840-3727
Hours: Mon: 8:30 AM - 7:30 PM E-Mail: DSicard@easton.ma.us
Tues - Thurs: 8:30 AM - 4:30 PM
Fri: 8:30 AM - 12:30 PM

Software Coordinator

Danielle M. Sicard, MMC/CMMC (2021-2023) *Bristol County* Office: 508-230-0530
136 Elm Street Fax: 508-230-0569
Easton, MA 02356 Cell: 508-840-3727
Hours: Mon: 8:30 AM - 7:30 PM E-Mail: DSicard@easton.ma.us
Tues - Thurs: 8:30 AM - 4:30 PM
Fri: 8:30 AM - 12:30 PM

Sunshine Fund Administrator / Social Secretary

Cheryl C.A. Estrella, CMC (2022-2023) *Bristol County* Office: 508-644-1501
3 North Main Street, PO Box 438 Fax: 508-644-9826
Assonet, MA 02702 Cell: 508-243-5609
Hours: Mon- Thurs: 8:00 AM-4:00 PM E-Mail: townclerk@freetownma.gov
Fri: 8:00 AM – 12:00 PM

COMMITTEE CHAIRS

Bylaw – Policies & Procedures Review Committee Chair

Nancy M. Blackmer, MMC/CMMC *Franklin County*
6 Prospect Street
Orange, MA 01364

Office 978-544-1100 x101
Fax: 978-544-1134
Cell: 978-413-2265
E-Mail: townclerk@townoforange.org

CMMC Certification / Examination Board

Madaline I. Bonadies, CMC/CMMC *Worcester County*
41 Elm Street
Southbridge, MA 01550

Office: 508-764-5408
Fax: 508-764-2309
Cell: 508-320-3882
Email: mbonadies@southbridgemass.org

Communications Committee Chair

Danielle M. Sicard, MMC/CMMC *Bristol County*
136 Elm Street
Easton, MA 02356

Office: 508-230-0530
Fax: 508-230-0569
Cell: 508-840-3727
E-Mail: DSicard@easton.ma.us

Education Committee Chair

Trudy L. Reid, CMMC (2021-2024) *Essex County*
138 Main Street
Wenham, MA 01984

Office: 978-468-5520 x1
Fax: 978-468-8014
Cell: 978-998-5618

Legislative Committee Chair

Andrew T. Dowd, CMC/CMMC *Worcester County*
63 Main Street
Northborough, MA 01532

Office: 508-393-5002
Fax: 508-393-6996
Cell: 508-269-2672
E-Mail: adowd@town.northborough.ma.us

Lobbyist Review Committee Chair

Andrew T. Dowd, CMC/CMMC *Worcester County*
63 Main Street
Northborough, MA 01532

Office: 508-393-5002
Fax: 508-393-6966
Cell: 508-269-2672
Email: adowd@town.northborough.ma.us

Member Recognition Committee Chair

Nancy M. Blackmer, MMC/CMMC *Franklin County*
6 Prospect Street
Orange, MA 01364

Office 978-544-1100 x101
Fax: 978-544-1134
Cell: 978-413-2265
E-Mail: townclerk@townoforange.org

Mentoring Committee Chair

Danielle M. Sicard, MMC/CMMC *Bristol County*
136 Elm Street
Easton, MA 02356

Office: 508-230-0530
Fax: 508-230-0569
Cell: 508-840-3727

Nominating Committee Chair

Theodora K Eaton, MMC *Norfolk County*
1471 Highland Avenue
Needham, MA 02492

Office: 781-455-7500 x 216
Fax: 781-449-1246
Cell:
Email: Teaton@needhamma.gov

MTCA 2023-2024 APPOINTMENTS

All terms run July 1st thru June 30th unless otherwise noted

updated as of:

1/31/2024

Member	Municipality	Committee Member Position	by	Appt Date	Term Expires	term yrs	# members	Appt Authority
ASSISTANT TREASURER						2 yr	1	E Board
<i>Intentionally Vacant</i>						2023	2025	
BUDGET COMMITTEE						1yr	5	E Board
<i>Chair</i>	Patricia Bessette	Avon						
	<i>Intentionally Vacant</i>							
	Amy Akell	Ipswich						
	Jayne Marie Davolio	Millbury						
	Andrew Dowd	Northborough						
BY-LAW - POLICIES & PROCEDURES REVIEW COMMITTEE						3 yr	6	President / E Board
<i>Chair</i>	Nancy Blackmer	Orange						
	Stephanie Carrera	Stoughton						
	Narice Casper	Marshfield						
	Jeanne Hudson	Holden						
	Trudy Reid	Wayland						
	Dorothy Powers	Westwood						
								<i>2nd VP (Advisory)</i>
CMMC CERTIFICATION ADMINISTRATOR						3 yr	1	E Board
	Barbara LaBombard	Easthampton						
CMMC CERTIFICATION / EXAMINATION BOARD						3 yr	5	E Board
	Barbara LaBombard	Easthampton						
								<i>CMMC Certification Admin</i>
<i>Chair</i>	Madaline I. Bonadies	Southbridge						
	Nancy Blackmer	Orange						
	Lillian Drane	Lakeville						
	Valerie Fox	Lincoln						
CLERK'S MANUAL COMMITTEE						3 yr	5	EBoard
<i>Chair</i>	Jayne Marie Davolio	Millbury						
	Deborah Kaye	Mashpee						
	Mary De Alderette	Lexington						
	Dorothy Powers	Westwood						
	Ryan Witkos	Hardwick						
COMMUNICATION COMMITTEE						3yr	8 & website com. Reps	President / Eboard
	Patricia Bessette	Avon						
	Jayne Davolio	Millbury						
	Nancy Burnham	Athol						
	Andrew Dowd	Northborough						
	Elizabeth Gaffey	Walpole						
	Dawne Warren	North Andover						
	Kelly McElreath	Plymouth						
<i>Chair</i>	Danielle Sicard	Easton						
	Dorothy Powers	Westwood						
	Trudy Reid	Wayland						
	Barbara LaBombard	Easthampton						

MTCA 2023-2024 APPOINTMENTS

All terms run July 1st thru June 30th unless otherwise noted

updated as of:

1/31/2024

Member	Municipality	Committee Member Position	by	Appt Date	Term Expires	term yrs	# members	Appt Authority
CONFERENCE COMMITTEE						2 yr	9	President / EBoard
<i>Chair</i> Elizabeth Greendale	Holliston	<i>President (Chair)</i>		2023				
Danielle Sicard	Easton	<i>1st VP - Vendors</i>		2023				
Dorothy Powers	Westwood	<i>2nd VP - Hotel</i>		2023				
Barbara LaBombard	Easthampton	<i>Conference Registration Admin</i>		2022				
Trudy Reid	Wayland	<i>Education Database Coordinator</i>		2021				
"	"	<i>Education Committee Chair</i>		2021				
Cheryl Estrella	Freetown	<i>Conference Brochure Admin</i>		2023	2025			
Terri Bunce	Dennis			2023	2025			
Kaari Mai Tari	Concord	<i>Conference Class Registrations Admin</i>		2023	2025			
CONFERENCE REGISTRATION ADMINISTRATOR						3 yr	1	E Board
Barbara LaBombard	Easthampton			2022	2025			
EDUCATION DATABASE COORDINATOR						3 yr	1	President
Trudy Reid	Wayland			2021	2024			
EDUCATION COMMITTEE						3 yr	11	E Board
Dorothy Powers	Westwood	<i>2nd VP</i>		2023		<i>(staggered terms)</i>		
Amy Akell	Ipswich			2021	2024			
Laurie Becker	Paxton			2023	2026			
Jayne Marie Davolio	Millbury			2022	2025			
Mary De Alderete	Lexington			2022	2025			
KC Kato	Wellesley			2023	2026			
Stefany Ohannesian	Medway			2023	2026			
<i>Chair</i> Trudy Reid	Wayland	<i>Education Database Coordinator</i>		2021	2024			
Kaari Mai Tari	Concord			2023	2026			
Amy Warfield	Burlington			2022	2024			
Bridget Rodrique	Bedford			2022	2025			
ELECTION LAWS TASK FORCE REPRESENTATIVE						3 yr	1	President / E Board
Danielle Sicard	Easton			2022	2025			
LEGISLATIVE COMMITTEE (Jan 1 - Dec 31)						1 yr	2 Alt.	President / E Board
Lori West	Hull			2018	2024	<i>(staggered terms)</i>		
Dorothy Powers	Westwood			2018	2024			
Catherine Harder-Bernier	Hanover			2020	2023			
Carin A. Kale	Hamilton			2023	2023			
<i>Chair</i> Andrew Dowd	Northborough			2019	2025			
Vacancy					2025			
Ryan Witkos	Hardwick			2021	2025			
<i>Alt.</i> James Hegarty	Southborough			2023	2023			
<i>Alt.</i> Danielle Sicard	Easton	<i>1st VP (Alt - 1 yr term)</i>		2023				
LOBBYIST REVIEW COMMITTEE						3 yr	3	President / Eboard
Patricia Bessette	Avon	<i>Treasurer</i>		2023				
Andrew Dowd	Northborough	<i>Chair of Legislative Committee</i>		2021				
Robert E. Cutler, Jr.	Foxborough			2023	2026			

MTCA 2023-2024 APPOINTMENTS

All terms run July 1st thru June 30th unless otherwise noted

updated as of:

1/31/2024

Member	Municipality	Committee Member Position	by	Appt Date	Term Expires	term yrs	# members	Appt Authority
MEMBER RECOGNITION COMMITTEE						3yr	5	President / Eboard
	Elizabeth Greendale	Holliston	<i>President</i>	2023			<i>(staggered terms)</i>	
	Robert E. Cutler, Jr.	Foxborough	<i>Past President</i>	2023				
<i>Chair</i>	Nancy Blackmer	Orange		2021	2024			
	Jayne Marie Davolio	Millbury		2023	2026			
	Theodora Eaton	Needham		2022	2025			
MENTORING COMMITTEE						n/a	up to 12	Mentoring Committee
<i>Chair</i>	Danielle Sicard	Easton		2016				
	Dottie Powers	Westwood		2016				
	Kelly McElreath	Plymouth		2016				
	Elizabeth Greendale	Holliston		2016				
	Andrew Dowd	Northborough		2017				
	Marie Ryan	West Stockbridge		2017				
	Terri Bunce	Dennis		2019				
	Trudy Reid	Wayland		2019				
	Jayne Marie Davolio	Millbury		2019				
	Mary de Alderete	Fitchburg		2019				
	Amy Warfield	Burlington		2021				
NOMINATION COMMITTEE (Jan 1 - Dec 31)						2 yr	5	E Board
	Nancy Blackmer	Orange		2019	2023			
	Jayne Marie Davolio	Millbury		2019	2023			
<i>Chair</i>	Theodora Eaton	Needham		2019	2023			
	Kelly McElreath	Plymouth		2023	2023			
	Kaari Mai Tari	Concord		2019	2023			
	Danielle M Sicard	Easton	<i>1st VP (non voting)</i>	2023				
SCHOLARSHIP COMMITTEE						2 yr	3	President
<i>Chair</i>	Danielle M Sicard	Easton	<i>1st VP (Chair)</i>	2023				
	Nancy Blackmer	Orange		2023	2025			
	Jayne Marie Davolio	Millbury		2023	2025			
SOFTWARE COORDINATOR						2 yr	1	President
	Danielle Sicard	Easton		2023	2025			
SUNSHINE FUND ADMINISTRATOR / SOCIAL SECRETARY						1 yr	1	President
	Cheryl Estrella	Freetown		2023	2024			

Vendor	Attending	Tables	Add Tables	Power	Ad Full	Ad Half	Break	Breakfast	Lunch	Pres	Banquet	Donation	BRKF #	L #	D #	BRKF 2 #	Total Due	Pd Date	AmtPaid	2nd PD Date	Bal Due
A. Rifkin Co.	1	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$300.00	11/10/2023	\$300.00		\$0.00
Center for Tech and Civic Life	1	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00	1	1	1	1	\$965.00	12/26/2023	\$965.00		\$0.00
Democracy Live	3	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00	0	0	0	0	\$800.00	10/16/2023	\$800.00		\$0.00
Donnegan Systems, Inc	2	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$300.00	11/20/2023	\$300.00		\$0.00
eBizDocs	2	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$300.00	12/28/2023	\$300.00		\$0.00
Election Systems & Software (ES&S)	2	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$250.00	2	2	2	0	\$810.00	10/26/2023	\$810.00		\$0.00
General Code LLC / ICC-CDS	3	0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	1	1	0	\$130.00	1/11/2024	\$130.00		\$0.00
General Code LLC / ICC-CDS	3	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	2	2	1	0	\$505.00	11/20/2023	\$375.00	11/20/2023	\$0.00
Inception Technologies Inc	2	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$300.00	1/12/2024	\$300.00		\$0.00
Inclusion Solutions	1	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$300.00	10/30/2023	\$300.00		\$0.00
Kofile Technologies, Inc.	1	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00	0	1	0	0	\$840.00	12/26/2023	\$840.00		\$0.00
LHS Associates, Inc.	4	1	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00	0	0	0	0	\$1,000.00	11/20/2023	\$1,000.00		\$0.00
LL DATA Designs LLC	1	1	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$400.00		\$0.00		\$400.00
Mass Mailers Plus, LLC	1	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00	1	0	0	0	\$635.00	12/4/2023	\$635.00		\$0.00
Massachusetts Genealogical Council	1	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	1	1	0	\$395.00	12/28/2023	\$380.00	12/28/2023	\$0.00
Meridia	2	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	0	0	0	\$300.00	10/23/2023	\$300.00		\$0.00
Northeast Document Conservation Center	1	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$100.00	0	0	0	0	\$400.00	12/6/2023	\$400.00		\$0.00
Quadient	1	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	1	0	0	\$340.00	1/11/2024	\$340.00		\$0.00
RequestFoia	2	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$100.00	0	0	0	0	\$400.00	1/11/2024	\$400.00		\$0.00
Spatial Data Logic	1	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	1	1	1	\$465.00	12/28/2023	\$465.00		\$0.00
Speech2Data LLC	1	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	1	1	1	0	\$430.00	1/2/2024	\$430.00		\$0.00
UniBank	5	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	0	3	0	0	\$420.00	10/26/2023	\$420.00		\$0.00

COUNTS

Vendor Contacts	Tables	21	Sponsor	Ad Half	0	Breakfast	0	Pres	0	Meal	Breakfast	9	Dinner	8
Attending	Add Tables	3		Ad Full	0	Lunch	0	BAnquet	0		Lunch	14	Breakfast	2
41	Power	22		Break	0									

TOTALS

Tables	\$6,300.00	Sponsor Break	\$0.00	Breakfast	\$315.00	Grand Total	\$10,735.00
Add Tables	\$300.00	Sponsor Breakfast	\$0.00	Lunch	\$560.00	1st Payment	\$10,190.00
Full Ad	\$0.00	Sponsor Lunch	\$0.00	Dinner	\$440.00	2nd Payment	\$145.00
Half Ad	\$0.00	Sponsor President	\$0.00	Breakfast 2	\$70.00	Adjustments	\$0.00
Donations	\$2,750.00	Sponsor Banquet	\$0.00			Balance Due	\$400.00



Massachusetts Town Clerks' Association
Legislative Committee
Andrew T. Dowd, Chair
63 Main Street Northborough, MA 01532
Voice/Text: 508-393-5002
E-mail: adowd@town.northborough.ma.us

January 31, 2024

RE: MTCA Executive Board Report

The Legislature has made it clear that they will not consider any changes to the election laws until after the 2024 elections. After November, the legislative committee will begin drafting legislation that will focus on:

- **Reducing the length of the In Person Early Voting Period** – data has shown a dramatic decline in those wishing to vote early in person.
- **Vote by Mail Postcards** – the required SOC postcard mailing creates an extremely burdensome manual process. We will advocate for a permanent Vote by Mail option that voters can opt in or opt out of. This would eliminate the multiple postcard mailings.
- **Fully Fund Mandated Costs** - fully fund the mandated costs associated with early voting, including funds for high speed printers, tabulators, and additional staff.

Conference Registration Administrator Report:

Total number registered for the Devens conference (as of Jan. 24, 2024): 312
Total receipts (for registration/meals as of Jan. 24, 2024): \$36,590.00

Certification Administrator Report:

New CMMC'S:

Cheryl Sass, Randolph
Mark F. Hogan, Sharon
Colleen Elizabeth Morris, Oak Bluffs
Ryan J. Witkos, Hardwick
Ilene B. Twiss, Middleton
Carin A. Kale, Hamilton

1st CMMC Recertification

Ellen M. Sheehan, Westminster
Lori West, Hull
Mary de Alderete, Lexington
Gwendolyn Lay Sabbagh, Merrimac

2nd CMMC Recertification

Jennifer L. Christy, Chilmark

4th CMMC Recertification

Madaline I. Bonadies, Southbridge

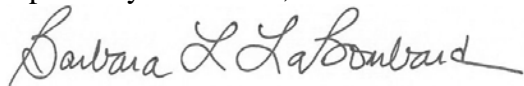
5th CMMC Recertification

Nancy E. Burnham, Athol

6th CMMC Recertification

Deborah Kaye, Mashpee

Respectfully Submitted,



MASSACHUSETTS TOWN CLERK'S ASSOCIATION CONFERENCE REPORT

Elections - Mentoring Class		Oct 2023	Sept 2018	
INCOME		<u>ACTUAL</u>	<u>ACTUAL</u>	
3100 - Conference Revenue				
3130 - Mentoring Workshops		\$1,025.00	\$330.00	
Total Workshop Revenue		\$1,025.00	\$330.00	
EXPENSE		<u>ACTUAL</u>	<u>ACTUAL</u>	
5700 - Conference Expenses	West. Stockbridg	\$ 337.71		
5710 - Mentoring - refreshments	Northborough	\$534.71	\$310.75	
Total Conference Expenses		\$872.42	\$310.75	
Income / Expense Variance		\$152.58	\$19.25	
Total # of Registrants:		48	22	47
	Northborough	33	Walpole	25
	West Stockbridge	18	Munson	22

MASSACHUSETTS TOWN CLERK'S ASSOCIATION CONFERENCE REPORT

Elections (local) - Mentoring Class		Dec 2023	Oct 2021	Oct 2021	Feb 2021	January 2019	Jan / Feb 2018
INCOME		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
3100 - Conference Revenue			Wenham	Millbury			
3130 - Mentoring Workshops	M	\$580.00	\$225.00	\$345.00		\$450.00	\$585.00
3130 - Mentoring Workshops	P	\$585.00	\$225.00	\$345.00		\$450.00	\$585.00
Total Workshop Revenue		\$1,165.00	\$225.00	\$345.00	\$0.00	\$450.00	\$585.00
EXPENSE		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
5700 - Conference Expenses							
5710 - Mentoring - refreshments	M	\$354.41	\$172.74	\$225.00		\$277.41	\$403.67
5710 - Mentoring - refreshments	P	\$361.41	\$172.74	\$225.00		\$277.41	\$403.67
Total Conference Expenses		\$715.82	\$172.74	\$225.00	\$0.00	\$277.41	\$403.67
Income / Expense Variance		\$449.18	\$52.26	\$120.00	\$0.00	\$172.59	\$181.33
Total # of Registrants:		60	15	23		30	39
	M	29			89 - zoom	Great Barrington	11
	P	31				Franklin	28
Walpole- Tri County Host		26					



MTCA Executive Board
Social Secretary

December 2023 – January 2024

01/31/2024

It was voted by the E-Board at MTCA meeting held on 12/5/2022, that for the loss of a spouse/partner or child, that flowers be sent or that a memorial donation to be sent to the charity fund listed in the obituary. Neither of these to cost more than \$75 per MTCA policy/procedures/by-law.

Type:	Sent:	To:	Reason:
<i>Sympathy Card</i>	1/22/2024	41 Cochituate Rd Wayland, MA 01778	<i>Death of her sister</i>
<i>Retired – Just notified, will bring to MTCA Officers</i>	?	Florice Craig Seekonk, MA	<i>Retired December 31, 2023 Moved to Florida Trying to get New Address.</i>
<i>Upcoming Retirement</i>	?	Dolores Bence Somerset, MA	<i>Upcoming Retirement Estimated March 2024</i>

Regards,
Cheryl C.A. Estrella, CMC
Town Clerk, Town of Freetown, MA
Social Secretary for the MTCA