



***Gearing Up for 2012–
A new year new challenges***

A joint conference of the

**Massachusetts Town Clerks' Association *and*
Massachusetts City Clerks' Association**

The Sturbridge Host Hotel & Conference Center
January 25-27, 2012



MTCA/MCCA Winter Conference

January 25-27, 2012

The Massachusetts Town Clerks' Association (MTCA) and the Massachusetts City Clerks' Association (MCCA) are pleased to the 2012 winter conference at the Sturbridge Host Hotel & Conference Center - January 25-27, 2012.

2012 brings an exciting and busy year! Join fellow clerks, election officials and colleagues for updates on current and upcoming initiatives. Kick-off the conference with Abby Marks Beale's presentation '*Beyond Overload: 10 Secrets to Get Back Control*' as we prepare for a busy year.

A variety of course offerings are presented for municipal clerks to select those of interest and of most relevance and beneficial for their community. Representatives from a number of state agencies will be present and lead discussions on current issues and initiatives. We encourage you to dedicate available time and resources to cover as many sessions as resources allow.

MTCA/MCCA CONFERENCE REGISTRATION PROCESS

1. **HOTEL REGISTRATION:** Mail or fax hotel registration form to the hotel no later than **January 4, 2012**....No guarantee after this date.
2. **CONFERENCE REGISTRATION:** Each attendee must pay a registration fee. Complete a Conference Registration form for EACH person in your office who plans to attend. If you are not staying at the hotel – order meals on the bottom of the Conference Registration form. Submit Registration/Meal form with check payable to 'MA Town Clerk's Association' to Barbara LaBombard.
3. **CLASS REGISTRATION:** Each attendee must pre-register for each class they wish to attend to be guaranteed space and to qualify for MTCA credit. Complete on-line registration as directed on the registration form, or Fax/Mail form to Kaari Mai Taari.

The MTCA is pleased to be able to assist with the affordability of conference attendance by subsidizing meal rates as reflected in both the commuter meal rate and hotel guest package rates. Rates for this conference and the conference planned for the spring of 2012 reflect these subsidies.

*We look forward to seeing you at the Conference.
Wishing safe and Happy Holidays to all,*

***Donna Hooper, President
MTCA***

***Anna Farrell, President
MCCA***

Sturbridge Host Hotel & Conference Center - Sturbridge, Massachusetts (MA)

366 Main Street, Sturbridge, Massachusetts 01566

Contact: 508-347-7393 Fax: 508-347-3944 Email: info@sturbridgehosthotel.com

Directions

Located on Route 20 West. From the North, East & West, take the Massachusetts Turnpike (Interstate 90) to Exit 9, Route 20 West. From the South, take either Interstate 84 or Route 131 to Route 20 West. The hotel is located less than one-quarter mile from the first set of traffic lights, on the shore of Cedar Lake.

MASSACHUSETTS TOWN CLERKS' & CITY CLERK'S WINTER CONFERENCE -

#1

JANUARY 25-27, 2012

STURBRIDGE HOST HOTEL & CONFERENCE CENTER

366 MAIN STREET, STURBRIDGE, MA 01566

TELEPHONE 508-347-7393, FAX 508-347-3944

CHECK IN TIME IS 4:00 P.M.

CHECK OUT TIME IS 11:00 A.M.

ONE NIGHT PLAN (A) WED ONLY

Single \$169.89 per person
Double \$118.88 per person
Triple \$102.21 per person
Quad \$93.87 per person

ONE NIGHT PLAN (B) THURS ONLY

Single \$208.31 per person
Double \$157.30 per person
Triple \$140.63 per person
Quad \$132.29 per person

TWO NIGHT PLAN (C)

Single \$330.02 per person
Double \$228.00 per person
Triple \$194.66 per person
Quad \$176.99 per person

Additional \$ 109.00 per room is required for those wishing to stay for Tuesday, January 24, 2012.

(MEALS NOT INCLUDED)

One Night Plan (A) Wed only includes overnight accommodations on Wednesday, Thursday breakfast, Coffee Break Thursday morning, Thursday lunch and Coffee Break Thursday afternoon. One Night Plan (B) Thurs only includes overnight accommodations on Thursday, Coffee Break Thursday morning, Thursday lunch, Hors d'oeuvres reception Thursday, Thursday banquet, and Friday breakfast. Two Night Plan (C) includes overnight accommodations on Wednesday and Thursday, with all meals beginning with breakfast on Thursday, and ending with breakfast on Friday.

January 4, 2012 – \$125.00 deposit - Use major credit card

If, upon arrival, you pay with a municipal check the deposit charge on your credit card will be reversed.

PLEASE MAKE THAT NOTATION ON YOUR REGISTRATION FORM

Use one form per room

OCCUPANT #1 Smoking: _____ Non-Smoking: _____

Last Name: _____ First Name: _____

Address: _____ Town: _____ State: _____ Zip: _____

Daytime Phone: _____ Arrival Date: _____ Departure Date: _____

No. of Beds: (Circle one) 1 or 2 Cot Needed: (Circle one) Yes or No No. of Occupants in room: _____

Credit Card: (Circle one) AMEX VISA MC DISCOVER: _____ Check Enclosed: \$ _____

Card #: _____ Expiration Date: _____

Name as it appears on credit card: _____

Signature: _____

OCCUPANT #2

Last Name: _____ First Name: _____

Address: _____ Town: _____ State: _____ Zip: _____

Daytime Phone: _____ Arrival Date: _____ Departure Date: _____

Credit Card: (Circle one) AMEX VISA MC DISCOVER : _____ Check Enclosed: \$ _____

Card #: _____ Expiration Date: _____

Name as it appears on credit card: _____

Signature: _____

OCCUPANT #3

Last Name: _____ First Name: _____

Address: _____ Town: _____ State: _____ Zip: _____

Daytime Phone: _____ Arrival Date: _____ Departure Date: _____

Credit Card: (Circle one) AMEX VISA MC DISCOVER: _____ Check Enclosed: \$ _____

Card #: _____ Expiration Date: _____

Name as it appears on credit card: _____

Signature: _____

OCCUPANT #4

Last Name: _____ First Name: _____

Address: _____ Town: _____ State: _____ Zip: _____

Daytime Phone: _____ Arrival Date: _____ Departure Date: _____

Credit Card: (Circle one) AMEX VISA MC DISCOVER: _____ Check Enclosed: \$ _____

Card #: _____ Expiration Date: _____

Name as it appears on credit card: _____

Signature: _____

Please advise if any special needs/requests.

CONFERENCE REGISTRATION & COMMUTER MEAL ORDERS
JANUARY 25-27, 2012 WINTER CONFERENCE OF THE
MASSACHUSETTS TOWN CLERK'S ASSOCIATION & MASSACHUSETTS CITY CLERKS' ASSOCIATION –
STURBRIDGE HOST HOTEL, STURBRIDGE, MA

PLEASE PRINT/ TYPE AND COMPLETE A FORM FOR EACH PERSON ATTENDING

NAME: _____ **CMMC CMC MMC** (Please circle)

TITLE: _____
(Year elected/appointed Town Clerk)

TOWN: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

ARRIVAL DATE: _____ **DEPARTURE DATE:** _____

Completed form, and checks payable to the 'MA Town Clerk's Association' for conference registration and commuter meals ordered, shall be sent to:
Barbara LaBombard
50 Payson Avenue, Ste. 100, Easthampton, MA 01027
Tel: 413-529-1460 FAX: 413-529-1417

CONFERENCE REGISTRATION

(MTCA/MCCA DUES must be paid in full prior to registration)

ADVANCE REGISTRATION (per person by January 4th): **\$25.00**

LATE REGISTRATION/CONFERENCE DAY REGISTRATION: **\$50.00**

Amount enclosed for Conference Registration:

\$ _____

COMMUTER'S MEAL PLAN

For completion by EACH attendee commuting to the conference BUT NOT buying the hotel package with meals, wishing to purchase meals on an individual basis as specified below.

Thursday Breakfast: **\$20.00** _____
Thursday Lunch: **\$23.00** _____
Thursday Banquet & Reception: **\$40.00** _____
Friday Breakfast: **\$20.00** _____

Amount enclosed for commuter meals:

\$ _____

TOTAL ENCLOSED **\$ _____**

2012 MTCA/MCCA WINTER CONFERENCE
EDUCATIONAL COURSE REGISTRATION FORM

(Please make a copy for your files - you will be registered in the class of your choice unless contacted.)

On-line registrations are encouraged to save many hours of processing requests and creating class lists.
On-line registration is quick and easy. Please give it a try!

Pre-registration is required for all courses. Register online or complete the form below.*
For planning purposes, please register by JANUARY 4, 2012.

Please review course descriptions before choosing your classes. Register for only one morning & one afternoon class on Thursday.

To Register for classes online: If this is your first time signing up

- 1) Go to the Sign up site: Click on this link : <http://prestogem.com/vo/mtca>
(You can copy and paste the link into your browser if this link doesn't work for you)
- 2) At the top of the page click on the **Register** link
- 3) Enter in your personal information and create a Password
- 4) When you have finished click on the LOG-IN button
- 5) Sign up for the Courses you'd like to attend and Log Out when you are done.

Now you're ready to sign up for classes

- 1) Go to the Sign up site: Click on this link : <http://prestogem.com/vo/mtca>
(You can copy and paste the link into your browser if this link doesn't work for you)
- 2) At the top of the page click on the **Log In** link
- 3) Enter in your Email and Password
- 4) Sign up for the Courses you'd like to attend and Log Out when you are done.

*** If returning by fax or mail, please fill out the form below and send to Kaari Mai Tari, 55 Main Street, Westford, MA 01886 / fax: 978-399-2555 / Email: ktari@westfordma.gov

<u>WEDNESDAY PM</u>	1:30 PM – 4:30 PM	
General Session:	Beyond Overload: 10 Secrets to Get Back Control	_____
	<i>Abby Marks Beale</i>	
<u>THURSDAY AM</u>	9:00 AM – 12:00 NOON	
Session A:	Presidential Election Potpourri	_____
Session B:	Charter Adoption & Amendment	_____
Session C:	The First 48 Hours...in the Life of a Disaster	_____
Session D:	Clerks' Roles in DLS Gateway	_____
<u>THURSDAY PM</u>	1:45 PM – 4:45 PM	
Session E:	Leadership Dialogues – 'The Steve Jobs Way'	_____
Session F:	Campaign Finance & Ethics	_____
Session G:	Community Preservation Act	_____
Session H:	Births – VIP Home & Out of Commonwealth	_____

CLASSROOM ASSIGNMENTS WILL BE POSTED AT THE REGISTRATION DESK

NAME: _____ TOWN _____

TITLE: _____ PHONE _____

EMAIL ADDRESS: _____

SIGNATURE OF TOWN CLERK

EDUCATIONAL OFFERINGS
MTCA & MCCA WINTER CONFERENCE – STURBRIDGE HOST HOTEL
January 25-27, 2012



Wednesday, January 25TH
1:30P.M. - 4:30 P.M.

❖ **Beyond Overload: 10 Secrets to Get Back Control** *(CMMC General Credit Course)*
Presenter: Abby Marks Beale, The Corporate Educator/RevItUpReading

Do you need to get a grip on your workload? Does the concept of work-life balance seem to elude you?

This session will help you get a grip on the many ways you feel stress: a perceived lack of time, too much email, more reading than anyone can possibly handle or a lack of effective organization. This session will deliver some of the best ideas that all overworked and overloaded people need to be reminded of and personally experience.

As a result of this program, attendees will possess the knowledge to reduce personal and work-related stress, enhance their time management abilities and manage their reading and email better.

Session Outline: What's your overload attitude? What's working- What's not? Time management tips Healthy thinking Remembering what makes you happy	Where does your overload come from? Managing the reading workload Organizing paper and email Email software tips
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Thursday January 26TH
9:00 A.M. – 12:00 P.M.

❖ **Presidential Election Potpourri** *(CMMC Exam Credit Course)*
Presenter: Bridget Simmons, Elections Division/Secretary of the Commonwealth

This course will cover the administration of the presidential primary, preparation for the state primary and state election. We will provide a review of processing of absentee ballots for UOCAVA voters, which will apply to the presidential primary, state primary and state election. We will provide information on processing the election results of state committee and write-in votes for ward and town committee at the presidential primary. Next, we will cover the processing of nomination papers for party and non-party candidates. Finally, we will provide helpful information regarding election day administration, including potential pitfalls and how to avoid them.

❖ **Charter Adoption and Amendment**

(CMMC General Credit Course)

Presenter: Atty. Lauren Goldberg, Kopelman & Paige

How does a community adopt a charter? What is the Home Rule Amendment and how is it related to the Home Rule Procedures Act? Does a charter amendment require a ballot question? Does a charter have to be consistent with the General Laws and/or with a municipality's bylaws or ordinances? Learn the answers to these questions, the process for adopting and amending a charter, and more.

❖ **The First 48 Hours...in the Life of a Disaster**

(CMMC General Credit Course)

Presenter: Donia Conn, Education and Outreach Coordinator
Northeast Document Conservation Center

What happens to town hall record collections in the first 48 hours of a disaster and what steps would be taken during that time in response. This course will address disaster response plans, assessment, documentation, communication and triage including responses to recent local disasters.

❖ **Clerks' Roles in DLS Gateway**

(CMMC General Credit Course)

Presenter: David L. Davies, Director of Information Technology
DOR/Div. of Local Services

Local Services IT Director David Davies will demonstrate and discuss the various roles clerks play in DLS Gateway including setting tax rates, ALIF reporting, local account administration, updating the Local Officials Directory, and local officials election reporting to the Elections Division. Suggestions on enhancements are encouraged. Mr. Davies will also discuss DLS advocacy of low-cost, locally-controlled "cloud" -based municipal applications, including those for clerks.

Thursday, January 26th 1:45 P.M. - 4:45 P.M.
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❖ **Leadership Dialogues – “ The Steve Jobs Way”**

(CMMC General Credit Course)

Presenters: Linda Hutchenrider, Barnstable Town Clerk;
Denise MacAloney, Westminster Town Clerk

DVD presentation and discussion of the book The Steve Jobs Way by Jay Elliot and William L. Simon, a leadership based book. The book is available on Amazon.com in paperback, at your local bookstores and also for reading on your Kindle. Steve Jobs was an unusually bright and forward thinking man. He truly changed the way we all think about computers and electronics, but at the same time, developed very interesting methodologies of leadership. A better experience will be gained by reading the book and seeing the movie – so both are encouraged.

❖ **Campaign Finance and Ethics**

(CMMC Exam Credit Course)

Presenters: OCPF- Mike Sullivan, Director; Jason Tait, Dir. of Communications & Public Ed
State Ethics Commission- David Gianotti, Public Ed and Communications Div. Chief

The Office of Campaign and Political Finance (OCPF) will review portions of the campaign finance law that apply to local election officials, municipal candidates and ballot question elections. The subjects include filing dates, delinquent filers, reporting requirements and restrictions on public employees. There will also be time for questions and answers.

The Ethics Commission will present information about the state conflict of interest law to explain how the conflict of interest law governs the conduct of municipal employees. Some of the topics covered include the rules regarding gifts, outside employment, contracting with public entities, acting on matters in which family members and business associates have a financial interest, leaving government to work for companies which conduct business with the city/town and disclosing appearances of conflicts of interest.

❖ **Community Preservation Act**

(CMMC General Credit Course)

Presenter: Atty. Lauren Goldberg, Kopelman & Paige

How does a community adopt the Community Preservation Act, or amend its acceptance? Are there any exemptions to the surcharge? Can a community rescind its acceptance? What form must the Community Preservation Committee take, and are there any options with respect to the composition of the Committee? What does such a committee actually do? Finally, what Community Preservation funding sources are available for appropriation, and when are such sources available? Consider this a primer on all things CPA . . .

❖ **Births- VIP Home & Out-of-Commonwealth** (limited to a class of 50)

(CMMC Exam Credit Course)

Presenters: MDPH/Registry of Vital Records & Statistics-
Denise O’Gara, Amendments Supervisor; June Deloney, Registration Supervisor

Clerks attending are encouraged to bring their wireless-enabled laptops to class (fully charged) or find a partner to share with. This course will provide a hands-on training on the preparation of home births and Out-of-Commonwealth birth records. The Vitals staff will be accompanied by a panel of town clerks who will assist with the hands-on training. In addition, there will be a brief update on recent and upcoming enhancements for the VIP system, as well as the opportunity to ask questions on other topics.

CONFERENCE ADJOURNS!
Have a safe ride home!

**2012 WINTER CONFERENCE -
GEARING UP FOR 2012 – A NEW YEAR...NEW CHALLENGES
PROGRAM OVERVIEW**

Wednesday, January 25, 2012

[Vendor Area – Open Noon – 5:00 PM]

10:00 AM – MTCA Executive Board Meeting – *Webster Room*

12:00 PM – MTCA Executive Board Luncheon – *Oxhead Tavern*

(EBoard - Please RSVP by Jan. 4, 2012 to adowd@town.northborough.ma.us)

1:15 PM – 1:45 PM – Commuter Registration – *Foyer Outside Brookfield*

1:45 PM – 4:30 PM – Open Session – MTCA/MCCA –

❖ *Beyond Overload: 10 Secrets to Get Back Control* – Abby Marks Beale, The Corporate Educator

4:30 PM – MTCA Committee Meetings (*location to be announced*)

5:00 PM – MCCA Executive Board Meeting (*location to be announced*)

7:00 PM - Dinner on your own

Thursday, January 26, 2012

[Vendor Area – Open 8:00 AM– 5:00 PM]

7:00 – 9:00 AM - Breakfast buffet – *Courtyard*

8:00 – 9:00 AM – Commuter Registration – *Foyer Outside Brookfield*

9:00 AM – Noon – Education Courses – see full listing on education page

Noon – 1:30 PM - Luncheon & Business Meeting

1:45 – 4:45 PM - Education Courses – see full listing on education page

4:45 PM – “FAST” Meeting – Forum About Small Towns (*location to be announced*)

Join your fellow clerks and other small towns for a group discussion

“New Clerks” Meeting – Larry Pizer (*location to be announced*)

6:00 – 7:00 PM - Cocktail Hour (Cash bar/hors d’oeuvres) – *Foyer Outside Brookside*

7:00 PM - Banquet – *Brookfield, Cheshire, Danforth*

Friday, January 27, 2012

7:00 – 9:00 AM – Breakfast Buffet/Meeting — *Cheshire & Danforth*

9:00 AM – Conference Wrap-Up and Overview from State Officials

Noon – Conference Adjourns

**VISIT THE VENDOR DISPLAYS – ABINGTON ROOM
WEDNESDAY NOON – THURSDAY PM**

MARK YOUR CALENDARS – JOIN US JUNE 6-7-8, 2012 - SEA CREST RESORT, FALMOUTH, MA