

The Public Recorder



Volume 57, No. 71

Published By The Massachusetts Town Clerks' Association

AUGUST 2011

Website: www.newenglandclerks.org

Report of the President, Donna Hooper

Evolving Roles in Changing Times...
Donna Hooper, President

'The MTCA shall be dedicated to the purposes of increasing the proficiency of Town Clerks and other local government officials, of strengthening the quality of local government through professionalism, and promoting recognition of the importance of the office of the Town Clerk.'

This mission statement of the Massachusetts Town Clerks' Association, to which we subscribe as members of the MTCA, helps guide us as municipal clerks through these changing times in municipal government, with the role the office of municipal clerk serves within government, and the responsibilities and statutory authority placed upon the municipal clerk.

As members of the International Institute of Municipal Clerks, the national organization of municipal clerks, we also subscribe to the following principles and ethics

- *To uphold constitutional government and the laws of my community;*
- *To so conduct my public and private life as to be an example to my fellow citizens;*
- *To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and to merit public confidence in our community;*
- *To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;*
- *To record that which is true and preserve that which is entrusted to me as if it were my own; and*
- *To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others.*

Our ability to not just confront change, but embrace and even initiate change, requires municipal clerks be well informed, well trained, and have the support of their fellow clerks and the many agencies and organizations critical to our mission.

Not only must we develop the knowledge and expertise, but the respect and support of the citizens we serve and the colleagues with whom we collaborate, to fulfill these responsibilities with confidence and professionalism.

It is through many of the educational opportunities offered by the professional associations of the municipal clerk – the IIMC [International Institute of Municipal Clerks]; MTCA [Massachusetts Town Clerks' Association] and related county associations; NEMCI [New England Municipal Clerks Institute], NEACTC [New England Association of City and Town Clerks], that we as clerks may develop the necessary expertise and knowledge.

Kudos to the hard work and dedication of our fellow clerks who actively participate in the New England clerk associations, the national IIMC association, and our Massachusetts Town Clerks' Association. Their planning and hosting the 2010 conference of the NEACTC provided a great opportunity for professional development of New England's municipal clerks. The strong curriculum offered, and professional relationships developed, through the NEMCI 'experience' was evident to me as I had the opportunity to attend the graduation of the 2011 NEMCI class at Plymouth State University, Plymouth, NH.

I invite and encourage each member of our Massachusetts clerk community offer your suggestions and comments on how the MTCA can help serve your needs, and to participate to the fullest in the offerings of the Massachusetts Town Clerks' Association, and our regional, and national clerk association offerings. Such participation will empower us to be successful in *'increasing the proficiency of Town Clerks and other local government officials, of strengthening the quality of local government through professionalism, and promoting recognition of the importance of the office of the Town Clerk.'*

HOLD THE DATE: Fall Conference of the Massachusetts Town Clerks' Association – October 12-13-14, 2011 – Jiminy Peak Resort, Hancock, MA – Information forthcoming!



CERTIFIED MUNICIPAL CLERK

The following individual has earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC):

Ellen M. Robertson, CMC - Town Clerk - Town of Plainville, MA.



MTCA LOBBYIST REPORT – AUGUST 2011

By Stephen Roche

ALL QUIET ON THE EASTERN FRONT

The State House is fairly quiet at this time as legislators, as well as the Governor, head off on vacation. Generally, the House and Senate meet in “informal” sessions on Mondays and Thursdays for no more than 10 minutes, handling mostly minor or local issues.

Outside the State House, things have been a little busier as proponents of various ballot initiatives prepare to make their case to the voters in 2012. At this point, 31 ballot initiatives have been submitted to the Attorney General’s Office for review and approval as matters that may appear on the ballot. A total of 21 issues are contained in the 31 submissions made to the AG; among them are proposals to:

- legalize casino gambling even though action on expanded gaming in the Commonwealth has been promised after Labor Day
- allow repair garages access to automotive codes from manufacturers – the so called “Right To Repair” bill that’s now the center of a heated, expensive debate on Beacon Hill
- allow assisted suicide, the “Death with Dignity Act”
- allow beer and wine sales at grocery stores
- legalize medical marijuana to become the 16th state to do so
- prevent the use of gillnets
- and on and on

One proposal that certainly stands out is the one to require the use of an ID to vote. The initiative, filed by Mansfield selectman Olivier Kozlowski, would require all voters to present government issued photo identification, such as a driver's license or state identification card, to vote in state or local elections.

Here are a few excerpts from a story that appeared in the August 10th edition of The Boston Globe:

"In this day and age we're asked to provide identification for anything and everything," Kozlowski said. "Something as sacred as our ballot ought to make sure the person claiming to be John Doe is John Doe."

Kozlowski said submitted the petition aimed at preventing voter fraud. Kozlowski didn't know of any specific instances of voter fraud in Massachusetts, but at least 30 other states, including Rhode Island, have approved some form of identification requirement aimed at preventing fraud.

Opponents of such requirements, however, say voter fraud is rare and requiring government issued identification discourages certain voters. Those voters include the poor, elderly or people with disabilities who might not have a license or passport and have fewer opportunities to obtain a state issued identification card at the Registry of Motor Vehicles.

"The real issue isn't fraud; it's getting people to the polls to vote," said Eva Valentine, president of the League of Women Voters of Massachusetts. Fifty-five percent of registered voters cast ballots in the November 2010 election.

This requirement could be a barrier to voter participation, Valentine said. Instead, Valentine said, training for poll workers and the state's database system of registered voters should be improved to ensure fair, open elections.

New Hampshire Gov. John Lynch vetoed a bill in June that would require voters to show photo identification partly because it presented what he called a "real risk" to voters' rights."

As you know, there are a number of Voter ID bills pending before the Election Laws Committee. The Committee is holding a public hearing on September 21st at the State House on the following bills:

Bill	Author	Title
HB191	DeMacedo	An Act establishing voter identification procedures
HB194	Hill	An Act relative to voter identification
HB1104	Canessa	An Act relative to voter identification at election polls
HB1108	Garry	An Act ensuring election integrity through voter identification.
HB1113	O'Connell	An Act requiring photo identification for voters casting provisional ballots
HB1115	Poirier	An Act relative to valid identification at voting polls.
HB1981	Peisch	An Act establishing identification requirements for voters who registered by mail
HB2731	Jones	An Act requiring photo identification for voting
HB3114	Frost	An Act relative to showing identification when voting
HB3116	Levy	An Act relative to proof of identification for voters
SB316	Ross	An Act requiring photo identification to receive a ballot.
SB318	Rush	An Act requiring voters to furnish identification.
SB320	Tarr	An Act relative to voter identification.

Note that House 1981, filed by Representative Alice Peisch of Wellesley, is a MTCA proposal.

SPECIAL ELECTIONS FUNDING UPDATE

We had a very interesting development in our quest to have the Commonwealth reimburse cities and towns for the local costs incurred in filling vacancies for elected state office, such as a state representative seat.

House 3510, a supplemental budget signed by Governor Patrick in June contained the following appropriation:


0521-0012 For reimbursements to municipalities for costs associated with the special primary and the special election to fill the house of representatives' seat for the sixth Worcester district; provided, that the state secretary shall only reimburse the municipalities for costs that have previously been certified by the division of local mandates within the office of the state auditor; and provided further, that any unexpended funds in this item shall be made available in fiscal year 2012
.....\$37,628

See Chapter 52 of the Acts of 2011.

As you can see, the General Court approved reimbursement of the local costs for a special election to fill a state representative vacancy. While pleased to see this appropriation, I must urge caution since this was a unique case where the communities involved had to conduct a new election after a court determined the first election to fill the same seat ended in a tie.

I'm not sure that this appropriation represents a sentiment on Beacon Hill to now reimburse these costs. Only time will time!

Signatures Everywhere – I want to wish you all luck as you cope with several ballot related processes at the same time – certifying signatures for various party offices appearing on the 2012 President Primary and for the numerous ballot initiatives.



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WELCOME NEW CLERKS

Allison Ferreira has just become the Clerk of Middleborough as of June 6th. She is taking over for Eileen Gates who is retiring as of the end of June. Allison has a husband who is a general contractor in town and a beautiful four year old daughter to help keep her busy. Town Clerk is a perfect position for her as she loves to work with the residents and serve her community in a welcoming environment.

Christina J. Wright is the new Town Clerk of Essex. As a criminal justice major in college and working in law enforcement, Christina realized that she really enjoyed being on the legislative side of things and is looking forward to an interesting career in the clerk's office. Christina also loves working with children in the capacity of a little league coach and a Den Leader for two Cub Scout dens.

Lisa Turner is the new Town Clerk for Hawley. Being civic minded Lisa jumped right in to run for Town Clerk when the former Town Clerk retired. Lisa is a retired Postal Worker and is now a Dairy Farmer.

Pelham has a new Town Clerk in Kathleen Martell. Kathleen started out part time helping the previous Town Clerk and when the Clerk resigned she stepped forward to help out her town. Kathleen is very busy not only with being a clerk but she is also a full time Nurse and loves to quilt.

Ellen O'Brien Cushman is the Clerk for Belmont and has found the perfect job since she has always been interested in vital statistics and has served as the elected Cemetery Commissioner for many years. With a husband and two children, one of whom is heading for college, this lifelong Belmont resident will really have her hands full.

The town of **Westhampton has Patricia Cotton** as their new Clerk. Patricia works full time for a neighboring town and thought it would be interesting to be Clerk in her home town.

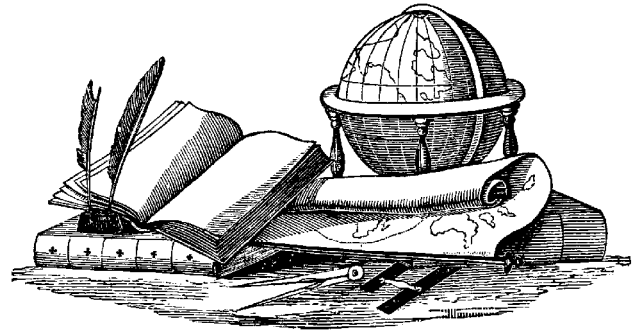
Holliston has Elizabeth Greendale as their Town Clerk. Elizabeth was the Assistant Town Clerk 12 years ago and always planned to run for the position. This is Elizabeth's first time back to work in those 12 years and we wish her success. As a unicycle rider and a mother of four children Elizabeth should be able to juggle the job of Clerk with one hand.

Jeanmarie Tarara is the new Town Clerk of Holbrook. Having worked in the Clerk's Office for 12 years and loving the people and the work it was the next natural step for Jeanmarie to run for Clerk. With 4 children and 7 ½ grandchildren Jeanmarie is kept very busy in her down time. She also loves playing cards and reading.

Carol St. Pierre was elected May 7th, 2011 as the new clerk in Cohasset. Carol replaced long time Clerk Marion Douglas who retired. Carol was the assistant for Marion for 11 years. Carol is married with two children, my youngest graduated college the two weeks after the election.

Denise Graffeo was elected as Tewksbury's Town Clerk this past April. Her prior experience as Assistant Town Clerk contributed to a smooth transition. She and her husband are the parents of three wonderful children, all who are very active in the community. Denise looks forward to serving the residents of Tewksbury in her new role.

Shawn Dooley was recently elected (May 3rd) as the Town Clerk of Norfolk. He also serves as Chairman of the Norfolk School Committee. A long time political activist; he is very excited about returning to public service and is eager to serve the residents of Norfolk. Shawn has owned several businesses and is retired from the financial services industry where he was a General Securities Principal and held both his CFP and ChFC designations. He is married to Norfolk's Town Moderator (CiCi Van Tine) and they have 4 children.



What are your Census forms missing?

**IMPORTANT LEGAL DOCUMENT
TOWN OF ANYTOWN ANNUAL CENSUS 2010**

Please return forms to:
Town Clerk
243 Norfolk Street
Anytown, US 01234
(800) 764-4321

General Laws of Anytown mandate an annual street listing of residents as of January 1 of each year. As part of this process we are including information that is being maintained in the Commonwealth's Voter Registration Information System (VRIS).

Please update and correct the information provided by adding, deleting, or making changes to the printed information. Please sign and return forms in the enclosed envelope within ten (10) days, even if no changes are necessary.

← If this address is incorrect, make corrections below:

RESIDENT AT: SMITH HOUSEHOLD OR CURRENT RESIDENT
542 SAMPLE LANE
ANYTOWN, US 01234

WARNING: FAILURE TO RESPOND TO THIS MAILING SHALL RESULT IN REMOVAL FROM THE ACTIVE VOTING LIST AND MAY RESULT IN REMOVAL FROM THE VOTER REGISTRATION ROLLS. (MGL Ch. 51, Sec. 41C)

Phone #: (800) 122-4567

A	B	C	D	E	F	G	H	I
NAME LAST - FIRST - MIDDLE	DATE OF BIRTH MM/DD/YYYY	NATIONALITY	SEX	DOB (Six Digits)	UNLISTED	ADULTED	TEENAGER	CHILD

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CLASS OF 2011



CONGRATULATIONS to the Class of 2011 from the New England Municipal Clerks' Institute. Our Massachusetts graduates made up 40% of the graduating class. Congratulations are in order for: (first row) Kelly Darling from Orleans, Marie Ryan from Great Barrington and Susan Funaiolo, Townsend. (Second row) Katherine Chretien, New Marlborough, Dottie Powers, Westwood, Mary Ann Nichols, Tewksbury, Ellen Robertson, Plainville, Nicole Crispo, Quincy and Gail Bernardo, from Norfolk.

The graduation was held at the nearby Common Man Inn and Restaurant where 150 classmates, friends and family joined for the banquet and graduation. It was a special evening and we applaud the graduates and encourage those of you who have not attended to start planning to join us next July.

Wilma McDonald and I were on the Board of Directors this year, and truly feel that this was one of the best years in recent history at the Institute and Academy. We have a great board, and this year we have developed a faculty that will become the core of future years at the Institute. There is great enthusiasm for more curriculum development and this will begin as early as this fall. We are attempting to grow the Academy and actually have some unique ideas that we hope may draw some of our former graduates back for a couple of days.

As we watched this graduating class it brought back memories of our graduations from years ago (we will remain silent on how many years). Things have changed so much for the better. You now have far more areas of air conditioning where we had NONE...the food is better...you don't have to walk as far (although walking is a positive after eating and sitting)...you have better bathroom facilities (at Salve, we had one large room at the end of the hall that was slippery and dirty)...and many other differences that will remain silent. But you know what? We loved it and would do it again. Because it isn't those things that count – it is the classwork, it is the networking, it is the friendships you make. It is an experience. If you have not gone – you definitely need to plan to come next year.

Congratulations ladies for a job well done.
Linda Hutchenrider and Wilma McDonald
NEMCI&A Board of Directors
(photo by Collette Williams)



COUNTY ASSOCIATION CONTACTS

Berkshire County City & Town Clerks Association

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10 Main Street
North Adams MA 01247
city_clerk@northadams-ma.gov

Cape & Islands Town & City Clerks Association

Taylor White, President
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twhite@townofsandwich.net

Essex County Town & City Clerks Association

Sue Hazen, President
139 Main Street, Rowley MA 01969
townclerk@townofrowley.org

Middlesex County Town & City Clerks Association

Tara Ward, President
101 Main Street, Ashland MA 01721
tward@ashlandmass.com

Tri-County Town & City Clerks Association

Jacqueline Brown, President
P.O. Box 438, Assonnett MA 02702
townclerk@freetownma.gov

Western MA Town & City Clerks Association

Nancy Blackmer, President
6 Prospect Street, Orange MA 01364
townclerk@townoforange.gov

Worcester County Town & City Clerks Association

Ellen Gaboury, President
102 Central Street, Auburn MA 01501
egaboury@town.auburn.ma.us

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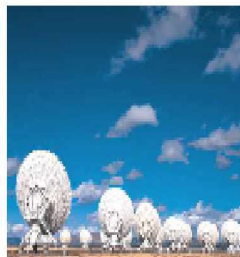
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Massachusetts Town Clerks' Association
2011 FALL Conference Funding Available!
By Nancy Blackmer 1st Vice President

The Massachusetts Town Clerk's Association holds three conferences per year in various locations throughout the Commonwealth as the primary means of communication for municipal clerks, to provide networking opportunities, to obtain information on current trends and services available from vendors, and to provide guidance and training to Massachusetts municipal clerks. These conferences support the mission of the Association - **“The MTCA shall be dedicated to the purposes of increasing the proficiency of Town Clerks and other local government officials, of strengthening the quality of local government through professionalism, and of promoting recognition of the importance of the office of the Town Clerk.”**

The MTCA Executive Board has taken action to provide nominal scholarships for MTCA conferences to assist clerks, who may have difficulty obtaining financing from their communities, to attend MTCA conferences.

Scholarship applications for attendees unable to obtain municipal support must be submitted no later than **September 8, 2011** for funding consideration for the upcoming MTCA Conference to be held **October 12-14, 2011 at Jiminy Peak in Hancock, MA**. Scholarship awards will be based upon applications received and funding available.

Please contact MTCA 1st Vice President Nancy Blackmer at townclerk@townoforange.org with any questions.

MASSACHUSETTS CONFERENCE SCHOLARSHIP CRITERIA

1. The Executive Board shall determine, annually, the amount of scholarship monies to be allocated. Scholarships are only for those applicants who have been denied funds from their municipalities.
2. It shall be the Scholarship Committee chaired by the 1st Vice President that shall award the scholarships.
3. Scholarship awards will be limited to one person per office with the Clerk having first preference.
4. Applicant must be a Town Clerk or Assistant Town Clerk.
5. An applicant must be a member of the MTCA.
6. An applicant must have requested funds from his/her municipality and include a letter of denial for such funds.
7. The deadline for filing an application with the 1ST Vice President shall be 30 days prior to conference.
8. Applicants within a 50-mile radius - scholarship will consist of registration fee and lunch. Applicants outside a 50-mile radius - scholarship will consist of registration, meals and hotel accommodations if requested.

MASSACHUSETTS TOWN CLERKS ASSOCIATION

~ SCHOLARSHIP APPLICATION For MTCA Conferences ~

- | | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| 1. I am a Town or an Assistant Town Clerk. | _____ | _____ |
| 2. I am the only applicant from my municipality. | _____ | _____ |
| 3. I have been denied all or partial funding from my municipality and I am enclosing the letter of denial . | _____ | _____ |
| 4. I have paid my annual dues to the Massachusetts Town Clerks' Association, have been a member for at least one year prior to the date of this application, and am currently a member in good standing. | _____ | _____ |

If you have answered **YES** to all of the above, you may apply for financial assistance. If you have answered **NO** to any of the above, you must include a letter of explanation stating why you have not complied with the above criteria. All applications must be received 30-days prior to the MTCA Conference.

Please note:

If you live within a 50-mile radius of the conference site, scholarship funding is limited to conference registration, lunch and travel expenses from your place of employment.

If you live outside a 50-mile radius from the conference site, scholarship funding may include registration, meals, travel expenses from your place of employment, and hotel accommodations. APPLICANTS MUST SUBMIT BREAKDOWN LISTING ALL PROJECTED EXPENSES TO JUSTIFY REQUESTED SCHOLARSHIP AMOUNT.

NAME _____ DATE _____

ADDRESS _____ TOWN _____ COUNTY _____

JOB TITLE/TOWN _____ POPULATION _____

E-MAIL ADDRESS _____ PHONE _____ FAX: _____

AMOUNT REQUESTED \$ _____ to be matched with \$ _____
 To be paid by My Municipality _____ Myself _____ Other _____

LIST AMOUNT OF FUNDING PREVIOUSLY RECEIVED by you or your Municipality within past 5 years: \$ _____

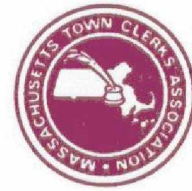
Return this application, letter of denial and any necessary letter of explanation to the MTCA Scholarship Chair; Nancy Blackmer, 6 Prospect St., Orange, MA 01364, or townclerk@townoforange.org at least 30 days prior to the conference.

FOR USE BY MTCA CONFERENCE SCHOLARSHIP COMMITTEE ONLY:

Date received: _____ Date action taken: _____

Amount requested: _____ Amount awarded: _____ **OR** Reason for denial: _____

Massachusetts Town Clerks' Association
Robert E. Cutler, Jr., Treasurer
40 South Street, Foxborough, MA 02035
Phone: (508) 543-1208
Fax: (508) 543-6278
E-mail: bcutler@town.foxborough.ma.us



FY 2012 DUES INVOICE

Clerk Name _____ CMC MMC CMMC

Town/City _____

Mailing Address _____

E-Mail Address _____

Current Population _____ Yr. 1st Became Town/City Clerk _____ Elected
Appointed
Retired

Future issues of the Public Recorder are electronic; if you do not have high speed internet access in your office and you require a hard copy, please check this box.

Dues are payable on or before August 31, 2011

Please make checks payable to: **Massachusetts Town Clerks' Association, Inc.**
Complete and return form with check to:

Robert E. Cutler, Jr., MTCA Treasurer
40 South Street
Foxborough, MA 02035

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- \$15.00** – Town pop. of less than 1,000
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- \$75.00** – Town pop. from 5,001 to 10,000
- \$100.00** – Town pop. from 10,001 to 25,000
- \$150.00** – Town pop. in excess of 25,000

OTHER:

- Affiliate Member (City Clerk) \$100.00
- Retired Member\$10.00
- Honorary Member.....**NO FEE**

Amount Enclosed: \$ _____

FID No. 04-2679921

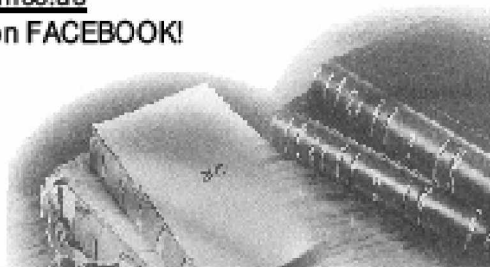


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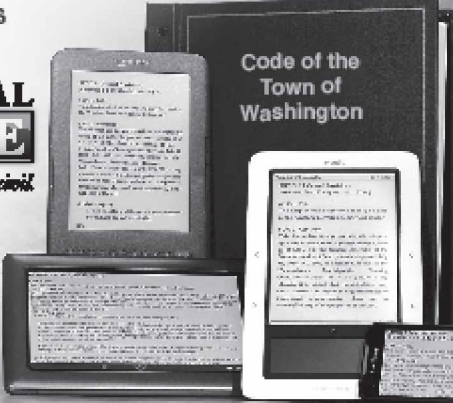
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MTCA CONFERENCE SCHEDULES

MTCA FALL CONFERENCE

October 12, 13 & 14, 2011
Jiminy Peak Mountain Resort
Hancock, MA

NEACTC

November 16, 17 & 18, 2011
Hilton Mystic
Mystic, CT

MTCA WINTER CONFERENCE

January 25, 26, & 27, 2012
Sturbridge Host Hotel
Sturbridge, MA



Hold the Date!!



FALL CONFERENCE
MASSACHUSETTS TOWN CLERK'S ASSOCIATION

OCTOBER 12-13-14, 2011

Jiminy Peak Resort
Hancock, MA
Information forthcoming!

Newsletter of the MTCA

584 Main Street
Athol MA 01331



Massachusetts Town Clerks Association

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Donna Hooper, CMC/CMMC, Lexington

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The Public Recorder

The Recorder is published monthly August to June by the Massachusetts Town Clerks' Association for its membership.

Closing date for copy submission is the First DAY of each month. All news, notes, clippings, meeting notices and address corrections should be sent to Editor Nancy E. Burnham, 584 Main Street, Athol, MA 01331

Phone: 978-249-4551

E-mail: townclerk@townofathol.org

Website: www.newenglandclerks.org