

The Public Recorder



Volume 57, No. 46

Published By The Massachusetts Town Clerks' Association

APRIL 2009

Website: www.newenglandclerks.org

Report of the President, Sally M. Hayden

Happy Spring!

Isn't it odd how in our lives there are certain issues that continually seem to resurface, even though we thought we took care of the issue. The simplest modification to a utility account is a good example. I have a P.O. Box for mailing purposes. All my mail must have the P.O. Box on it or I do not get my mail, unless it is junk mail, of course. My P.O. Box has been on all my utility bills, insurance bills, charge cards bill, friends, family, EVERYONE knows about the P.O. Box, for years! So – I finally get around to removing my husbands name from the phone bill. What happens? You guessed it – I don't get my phone bill. Now, I admit I should have been more observant. But, between all the other mail you receive and bills you pay, it slipped passed me. So I get a call at work from Verizon, my mail is being returned to them. How can this be?? How?? They, Verizon, removed my P.O. Box from the mailing address when they removed Patrick's name!! I think what really frustrates me is that I live across the street, two houses down from the Post Office, I go into the Post Office everyday on town business – but not one person told me that my mail was being returned due to “insufficient mailing address”.

Now, in our Town Clerk life, we have issues that continually seem to resurface. One of which is the “Business Certificate”. Is it a permit to conduct a business or simply a registration of a business name? The Department of Industrial Accidents is under the belief that it is a permit. I received a call from Ray Marchand, from the Department of Industrial Accidents. Mr. Marchand would like to attend the Town Clerk's conference to review the Worker's Compensation Insurance Affidavit. Why? This began the age old discussion – is it a permit to conduct a business or a registration of a business name. After reading Chapter 110, Section 5 with Mr. Marchand, he decided to research the intent of the Legislators, at which time I wished him luck.

In regards to the AutoMark, I received a call from Ms. Connor from the auditor's office informing the Association that she is examining the Associations newest request. The use of the AutoMark in this economy is a financial burden to municipalities. We are all being asked to be fiscally responsible, but at what cost? Do we ignore the regulation requiring the AutoMark to be used at local elections? The Officers of both associations, City & Town Clerks feel that we as clerks should adhere to the regulation. The expense of programming the machine is costly; however we can not advocate ignoring the law. In our communities is it not the Clerk who responds to the public, serving as the liaison for other departments offering assistance in an unbiased manner, explaining the laws and regulations that government abides by. I am sure this issue will be revisited in future issues of your *Public Recorder* - Stay tuned for the continuing saga.

MTCA LOBBYIST REPORT – APRIL 2009

By Stephen Roche

LET THE GAMES BEGIN

We had our first committee hearing of interest on April 8th as the Election Laws Committee held its initial hearing. The issue of the day was amending the state constitution. Among the bills being heard were several relating to absentee voting:

- **House 561** – Proposal for a legislative amendment to the Constitution provide for absentee voting by any voter
- **House 574** - An Act for legislation to remove restrictions on absentee voting
- **House 588** - Proposal for a legislative amendment to the constitution authorizing the general court to provide for absentee voting by any voter.
- **House 661** - Proposal for a legislative amendment to the Constitution authorizing the General Court to provide for absentee voting by any voter

If approved, these bills would generally repeal the limitations in the State Constitution on absentee voting and allow the General Court to decide what, if any, limitations should be imposed on absentee voting.

Looking for a more accurate census count?

We can help!

Our team of technical professionals have helped other municipalities correct countless data abnormalities and find thousands of previously uncounted residents.

Call us or visit our website for more information.

- Annual Census
- Voter Postcards
- Street Listings
- Licensing Mailers



- Tax Bill Printing & Mailing
- Direct Mail
- Custom Envelopes & Letterhead
- Think of us whenever you need anything printed or mailed!

Your Complete Provider of Printing & Mailing Solutions



428 Main Street
Hudson MA 01749
978-568-0660

www.markaltman.com

As you may recall, we almost saw a constitutional amendment to allow absentee voting at will approved by the General Court during the 2007-2008 legislative session. The absentee voting proposal failed to get a final vote after the House and Senate rejected the proposed amendment to ban same sex-marriage and immediately shut down the Constitutional Convention.

To amend the Constitution, these bills would have to go through the following process:

- Secure a vote of approval this session by the House and Senate sitting jointly in Constitutional Convention
- Secure a vote of approval next session by the House and Senate sitting jointly in Constitutional Convention
- Be approved by the voters on the state ballot in 2012

The soonest these proposals could become law is four years from now. Never-the-less, several legislators think that we need to approve this legislation as soon as possible.

I spoke briefly to the Committee to urge them to take a more “holistic approach” to these bills and establish a Task Force on election laws matters, as we have proposed in the EDR bill, **House 524**, to consider at-will absentee voting along with EDR, early voting, and other issues before the Election Laws Committee.



Streamline your Office

Stop Typing Licenses

Post to the Net Instantly

TCS™, THE TOWN AND CITY CLERK SYSTEM ©
from IMAS can take care of one task or do it all
Available through Massachusetts purchasing contract.

- *IN-HOUSE DOCUMENT IMAGING* – Scan and Store, Archives at your fingertips
- *COMPLETE WEBSITE DESIGN AND HOSTING*
- *BUSINESS LICENSING*, DBA Applications and Permits
- *VITALS REGISTRATION* – Marriage, Civil Union, Birth, Death
- *ANIMAL LICENSING*, Vet and Rabies Registration, with Extensive Search Capabilities for Animal Control, Health and Police Officers
- *CASH RECEIPT, PROCESSING, and More*

ALL MODULES PROVIDE INSTANT INTERNET POSTING AND INQUIRY



800/775-3107 EXT.#2

www.imasllc.com

John Dresch, VP of Marketing

I also took the opportunity to speak on a few other absentee voting bills that we will see at a later hearing. I especially cautioned the Committee against changing the cutoff for absentee voting applications. I explained that we need to retain the current cutoff of Noon on the day before an election so that clerks can prepare for the election. Several Committee members agreed with that retaining the current cutoff is important.

EDR & ANIMAL CONTROL

Advocates for both of these issues are busy working the State House halls, hoping to pick up where they left off last session. As you will recall, both proposals were approved by the State Senate but died in the House, thanks in part to the grassroots lobbying that we did.

A “Lobby Day for Animals” is being held at the State House on April 14th. This is from the MSPCA website:

“This year we will join with other animal protection groups, including the Humane Society of the United States. The event presents an exciting opportunity to connect with other animal advocates and meet with your state Senator and Representative to let them know what animal-related legislation is important to you.

The day will begin with a presentation on animal protection bills filed for the 2009-2010 legislative session. After learning about these bills, you will be able to meet with legislators from your district to discuss them.”

Among the bills listed is **Senate 406**, “An Act to Update the Animal Control Laws of Massachusetts” - again from the MSPCA website:

“For many years, there have been efforts to put in place more effective animal control laws in Massachusetts. Currently, there are numerous problems with the outdated statutes that impact the animal control programs in our 351 cities and towns, leaving both the public and animals unprotected in many ways. Increased fines, improving the mandatory spay/neuter law, strengthening the dangerous dog ordinance (while preventing breed-specific policies), updating the kennel definitions and requiring animal control officers to receive training are just a few of the components of this bill that has been drafted by a coalition that includes the MSPCA, Animal Rescue League of Boston, Animal Control Officers Association of Massachusetts (ACOAM), the state’s Bureau of Animal Health, and the Massachusetts Veterinary Medical Association (MVMA).”

This bill is now pending before the Joint Committee on Environment, Natural Resources and Agriculture. No hearing date has been set for this bill.

We have a fight in our hands again because the surcharges the MTCA objected to last session are in the bill again.

The EDR folks also have a Lobby Day in April. MassVote is hosting the State House event on April 29th.

A large number of groups and individuals have formed a coalition to push for passage of EDR; the MassVote website lists the following supporters:

“1199SEIU, ACEDONE, ACLU of Massachusetts, Associated Students of Massachusetts, Advancing Democracy, Boston Tenant Coalition, Boston Branch of the NAACP, CareVOTE, Cambridge Election Action, Chelsea Collaborative, Chinese Progressive Association, Coalition for Social Justice, Common Cause, CREDO Mobile, Demos, Democracy for America, Dudley Street Neighborhood Initiative, Fenway Community Development Corporation, Garrison Trotter Neighborhood Association, Greater Boston Labor Council, Homes for Families, Hyde Square Task Force, Jamaica Plain Community Development Corporation, Jewish Alliance for Law and Social Action, Lawyers' Committee for Civil Rights, League of Women Voters of Massachusetts, Massachusetts ACORN, Massachusetts AFL-CIO, Massachusetts Affordable Housing Alliance, Massachusetts Immigrant and Refugee Advocacy Coalition, Massachusetts Teachers Association, MassPIRG, MassVOTE, Neighbor to Neighbor, Neighborhood of Affordable Housing, ONE Massachusetts, Painters Local 35, Rosie's Place, Sierra Club of Massachusetts, SEIU 509, SEIU 615, United Food and Commercial Workers 1445, Union of Minority Neighborhoods, United South End Settlements, Urban League of Eastern Massachusetts, Young Democrats of Massachusetts ... Governor Deval Patrick, Senator John Kerry, Secretary of State Bill Galvin, Boston Mayor Tom Menino, over 50 state representatives and senators”

The EDR bills are before the Election Laws Committee – no hearing date yet.

STATE BUDGET NEWS

The House Ways & Means Committee is releasing its FY2010 spending plan on April 15th. Amendments will have to be filed by the end of the week. The full House will debate the various amendments starting April 27th – debate generally runs a week.

As you know, our state's budget woes continue to grow as we see revenues shrink. The new House budget chairman, Rep. Charley Murphy of Burlington, has publicly stated his reluctance to adopt further taxes to help with the budget mess and we could see some serious budget cuts on the House side.

I will let you know next month how the SOS accounts fared.

MTCA CERTIFICATION EXAM (CMMC) IN JULY

The MTCA examination for Certified Massachusetts Municipal Clerk (CMMC) designation will be offered in July. Applications must be received by Administrator Barbara LaBombard by **JUNE 30th** for the July exam, which will be mailed between July 16th and 23rd.

Applicants must have at least **three years** experience as **Town Clerk** and must complete a minimum of six required courses sponsored by the MTCA.

The Administrator will verify the courses through the Education Committee. More information is available in the certification program brochure.

Completed exams must be postmarked no later than August 25th for the July exam. Applicants are **strongly urged** to return the completed answer sheets by **certified mail**, return receipt requested.

Applicants will be notified by mail of the results of their exams by September 15th. A copy of the notification must be submitted with the application for MTCA certification. The notification of successful completion of the exam will be valid for one year and will have an expiration date printed on it. If an applicant is not certified within one year, the test must be repeated.

The passing score for the exam is 80. Applicants are advised that they will need access to an updated copy of the Massachusetts General Laws to complete the exam successfully.

A non-refundable fee of \$50.00, made payable to the MTCA, must be submitted with the application. This examination is offered twice yearly – during the months of January and July. Application forms for the examination are available at all MTCA conferences and from the administrator, Barbara LaBombard. If you have questions about the exam, please e-mail cityclerk@easthampton.org or call 413-529-1460.

MTCA CONFERENCE SCHEDULES 2009

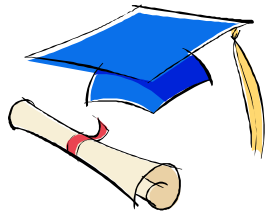
MTCA SUMMER CONFERENCE
JUNE 10, 11, & 12, 2009
SEA CREST
FALMOUTH, MA

MTCA FALL CONFERENCE
SEPTEMBER 23, 24, & 25, 2009
WILLIAMSTOWN INN
WILLIAMSTOWN, MA

IIMC NE CLERK'S INSTITUTE & ACADEMY
JULY 18 – 24, 2009
PLYMOUTH STATE UNIVERSITY
PLYMOUTH, NH

APRIL 2009 – MAY 2009

Monday	April 20	Patriot's Day
Wednesday	April 22	Administrative Professional Day
Sunday	May 10	Mother's Day
Monday	May 25	Memorial Day



Scholarship Reminder !

By Tedi Eaton

Just a gentle reminder that the deadline for submitting the scholarship application for the **New England Municipal Clerks Institute & Academy** is April 22, 2009 (with no exceptions) to the Massachusetts Town Clerks' Association! If you are interested in applying for a scholarship just fill out the following application and include a letter from either your Finance Director or Board of Selectmen that states that you have been denied funds from your municipality. Preference is given to first-time students, but all students have a chance for a scholarship. The state associations, the New England Association of City and Town Clerks and the New England Municipal Clerks Institute all provide money for scholarship to go to the Institute.

Plymouth State University in the beautiful Lakes Region of New Hampshire will be the new home and host of the 2009 New England Municipal Clerk Institute and Academy from July 18 – 24, 2009 and it promises to be a new and exciting year!

Remember the deadline for scholarship application for the New England Municipal Clerks Institute & Academy is April 22, 2008. Send your application to: Tedi Eaton, Chair – Scholarship Committee, Town of Needham, 1471 Highland Avenue, Needham, MA 02492. If you have any questions, please call me at 781-455-7510 or send me an e-mail at Teaton@town.needham.ma.us.

<p><i>Brown's River</i> RECORDS PRESERVATION SERVICES</p> <p>One Allen Martin Drive PO Box 8501 Essex, VT 05451 800-639-3027 802-878-0932 Fax brownsriver@juno.com</p> <p>PERMANENT RECORDS CONSERVATION HIGH-DENSITY MOBILE SHELVING DOUGLAS ELECTION EQUIPMENT MAP AND PLAT RESTORATION MODULAR VAULT SYSTEMS MAP STORAGE SYSTEMS</p> 	<p><u>A.M. SULKIN CO.</u> PRINTERS & BOOKBINDERS A DIVISION OF THE HARCOURT BINDERY INC.</p> <p>ESTABLISHED 1902</p> <p>MANUFACTURER'S OF MUNICIPAL FORMS MINUTE BOOKS & STORAGE BINDERS <u>HARCOURT BINDERY INC.</u></p> <p>RECORDS PRESERVATION AND RESTORATION</p> <p>COME VISIT OUR WEB SITE: www.harcourtbindery.com</p> <p>80 Cambridge St., Charlestown, MA 02129 PH. 617-242-5959 FAX 617-242-3764</p>
---	--

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. The Joint Scholarship Committee shall consist of a committee made up of members appointed by the President of the New England Association of City & Town Clerks and the Chair of the NEMCI & Academy Board of Directors.
 3. Scholarship money from both sources shall be combined and allocated to applicants as agreed by the committee, with the exception of funds specifically earmarked and in the possession of the New England Municipal Clerks Institute & Academy Board of Directors.
 4. The NEACTC President appoints a Joint Scholarship Chairman to serve for three years.
 5. Scholarships shall be awarded to students attending the New England Municipal Clerks Institute and Academy.
 6. Scholarship awards will be limited to one person per office with the Clerk having first preference.
 7. Applicant must be a Municipal Clerk or Deputy/Assistant Clerk.
 8. The Joint Scholarship Committee will give priority to first year Institute students.
 9. An applicant must be a current member of his or her state association.
 10. An applicant must have been a member of the NEACTC for over one year.
 11. Applicant shall disclose at time of application they have applied for IIMC funds.
 12. An applicant must have requested funds from his/her municipality and include a letter of denial for such funds.
-
1. Applicants should (after denial from municipality) send this application to their state association for funding. A reason for denial or explanation must accompany this application in order to be considered.
 2. Deadline for filing an application with the Joint Scholarship Chair is May 09, 2009.
 3. Joint Scholarship Chair will notify the applicant, the Treasurer of the NEACTC, and the Treasurer of the NEMCI & Academy by May 30, 2009.

Joint Scholarship Chairperson

ME: Connie Brown, PO Box 67, Orland, Me 04472 - phone 207 469-3186, fax 469-3187 townclerk@orlandme.org

State Scholarship Chairpersons

CT: Sharon Miller, 740 Main St, East Hartford, CT 06108 Phone: 860-291-7235 smiller@ci.east.hartford.ct.us

MA: Theodora (Tedi) K. Eaton, Town of Needham, 1471 Highland Avenue, Needham, MA 02492
Phone: 781-455-7510, Fax: 781-449-12465 Teaton@town.needham.ma.us

NH: Sharon Teel, PO Box 194, Center Sandwich NH, 03227, 603-284-7113, fax 603-284-6819
tctcsandwich@cyberpine.net

RI: Maureen Smith, Deputy Town Clerk, Town of Lincoln, 100 River Rd., PO Box 100, Lincoln RI 02860
401-333-3648, fax: 401-333-8450 msmith@lincolnri.org

VT: Linda Spence, PO Box 830, Manchester Center VT, 05255, 802-362-1315, fax 802-362-1315 manclerk@sover.net

ME: Connie Brown, PO Box 67, Orland, Me 04472 – phone 207 469-3186, fax 469-3187 townclerk@orlandme.org

NEMCI & Academy Scholarship Chairperson

RI: Maureen Smith, Deputy Town Clerk, Town of Lincoln, 100 River Rd., PO Box 100, Lincoln RI 02860
401-333-3648, fax: 401-333-8450 msmith@lincolnri.org

New England Association of City & Town Clerks
And
New England Municipal Clerks Institute & Academy
SCHOLARSHIP APPLICATION

- | | <u>YES</u> | <u>NO</u> |
|---|-------------------|------------------|
| 1. I am a Deputy or Municipal 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 <u>letter of denial</u> . | _____ | _____ |
| 4. I am a member in good standing of my state association. | _____ | _____ |
| 5. I am a dues-paying member of the New England Association
Of City & Town Clerks and have been a member for at least
one year prior to the date of this application. | _____ | _____ |

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

NAME _____ DATE _____

ADDRESS _____ PHONE _____ FAX _____

JOB TITLE/TOWN _____ POPULATION _____

EMAIL ADDRESS _____

I am applying for financial assistance for the New England Municipal Clerks Institute Year _____ or Academy Course _____
AMOUNT REQUESTED \$ _____

If Academy student, the year you graduated from the Institute:

My Municipality will pay \$

I have _____ have not _____ applied to IIMC for scholarship funds. IIMC will pay \$ _____

Return this application, letter of denial and any necessary letter of explanation to your STATE Scholarship Chair (on page 2 of this application) by your state deadline.

** Check with your State Scholarship Chair to see if you need additional paperwork**

FOR USE BY STATE SCHOLARSHIP CHAIR ONLY:

Date received: _____ Date action taken: _____

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

After state action, State Scholarship Chair should forward to NEACTC Joint Chair by May 14, 2009

FOR USE BY NEACTC JOINT SCHOLARSHIP COMMITTEE CHAIR ONLY:

Date received: _____ Date action taken: _____

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

Census 2010 Update
By
William Francis Galvin, Secretary of the Commonwealth

On Monday, March 30th, we held a 2010 Census Kick-Off at Mechanics Hall in Worcester. I am excited that many local election officials were able to attend this important event. The Federal Census is less than 1 year away. Census questionnaires will be mailed or delivered to every household in the United States between February and March 2010.

Kathy Ludgate, Regional Director of the U.S. Census Bureau provided an overview of upcoming activities of her Office while we jointly discussed the challenges we face in making sure every person is counted in Massachusetts.

For the 2010 Census, all households will receive only the short form. The long form is no longer being used in the decennial census and instead that information is gathered on a yearly basis using the American Communities Survey.

Recent Activities:

Right now the U.S. Census Bureau is conducting an Address Canvassing Program which is used to gather the addresses so they know where to send the forms. The Census Bureau currently has employees visiting housing units to verify the address and identify any additional living quarters. These employees use hand held computers to capture the GPS coordinates for each housing unit—those hand held computers do NOT store any data on the residents at all. The Census staff make a courtesy knock at each unit to inform the resident about what they are doing and to inquire about additional living quarters at the premises. They do not make repeat visits if no one answers the door. The program is being conducted in eastern Massachusetts counties, as well as the metro-Boston parts of Middlesex. They will start this program in the rest of Massachusetts starting April 20th (rest of Middlesex, Worcester, Franklin, Hampden, Hampshire and Berkshire counties). Additionally, before their arrival, they are notifying the local police department and highest elected official to alert them to their presence in the area.

What's next:

Over the next year, we will be working hard to make sure everyone in Massachusetts is aware of the 2010 Census and gets counted. We are forming Complete Count Committees, which are partnerships between state and local governments, community based organizations, faith-based groups, schools, businesses, the media and others that will work together to promote the 2010 Federal Census. Complete Count Committee's will be able to incorporate local knowledge, influence and resources to educated residents on the importance of getting a complete count in the 2010 Federal Census.

Please consider forming a local Complete Count Committee. We are in the process of scheduling regional workshops on Complete Count Committees and will let you know as soon as those plans are finalized.

We need your help to move Massachusetts in the right direction. Visit our website for more information: www.ma2010census.org

<ul style="list-style-type: none"> • Red Vinyl Back • Pins Included 	 <p>Fish & Game License Holders</p>	<p>Minimum Order 1 Box of 250 \$39.50 / Box Plus \$5.00 S & H per box</p>		
	<p>Please enclose your check or money order with this form. If you would like the order shipped C.O.D., please note \$6.00 C.O.D. fee in space provided.</p>			
<p>Order Form</p>				
<u>Order qty</u>	<u>Cost/bx</u>	<u>S&H (\$5.00/bx)</u>	<u>C.O.D Fee</u>	<u>Total</u>
_____	x \$39.50/bx + \$_____	+ \$_____	+ \$_____	= \$_____
Name: _____				
Street: _____				
City: _____ State: _____ Zip: _____				
			<p>Make checks payable to: RNR Plastics, Inc. 20 Bellows Road Raynham, MA 02767 Phone: (508) 821-4800 Fax: (508) 821-3637</p>	

NEW CLERKS MENTORING COMMITTEE

The MTCA welcomes all new clerks. Whether you are elected or appointed, whether you have worked for years in a town clerk's office or are brand new to the profession, the MTCA and its members are excited to welcome you to the world of Town Clerks. The Association supports all of our members through education programs, publications and mentoring.

New Clerks are encouraged to attend the summer conference at Seacrest in Falmouth. A team of veteran clerks offer a day long introduction to all aspects of our responsibilities and you walk away with many helpful samples of work produced by experienced clerks. Other classes offered at the conference are more targeted to specific aspects (elections, vitals, census etc.) The pre-conference brochure will explain all of the offerings. Other conferences are scheduled in early fall in the western part of the state (this year in Williamstown), and in the winter at Sturbridge. Scholarships are available for all of our conferences.

The MTCA manual known as "Volume II" should be a part of your office reference area. If this manual of practices and procedures is not handy, please contact the association to have the electronic version sent to you. This manual has sample documents for almost everything we do, other than elections.

For elections support, there are a number of documents provided by the Secretary of State's office to guide you through state elections. These documents are generally issued by the Secretary's office just prior to each state election. The guides provide statutory references and step by step instructions on the legal requirements for conducting an election. Classes offered by the MTCA at conferences supplement the information supplied by the Secretary's office and usually offer some practical hints on how to manage an election.

LHS Associates, Inc.

13 Branch St., Methuen, MA 01844

Election Systems and Supplies

Exclusive New England Distributor for the AccuVote OS optical scan system

We also carry a full line of election accessories

Voting Booths, Crowd Control Stanchions, Ballot Transport and Storage

Call Ken Hajjar At Ext. 108

Municipal Services

Census mail services, street books, voter lists, voter notices, school lists

Call Tom Burge at ext. 110

Unparalleled service and support for more than 25 years

1-888-LHS-VOTE (547-8683)

or shop online at www.lhsassociates.com

Finally, and probably most important, each clerk in the commonwealth stands ready to help you out. Do not be shy about reaching out for assistance to neighboring clerks or the association.

There are two email systems that put you in contact with everyone. The state system through VRIS is a closed loop system which only goes out to clerks. This is the system that the Secretary's office uses to communicate with clerks. Clerks can also use the system to contact specific individuals in the Secretary's office, specific clerks or all clerks. Questions on this system should be limited to job related issues. The MTCA also maintains a yahoo group. (Contact Linda Hutchinrider in Barnstable to be added to the group). This system can be used for any question that clerks may have. Typically an inquiry is answered by several experienced clerks within minutes. Clerks have a high degree of confidence in the answers as usually only people who are sure of the area post a reply. It is always nice to summarize the answer and send out a message that your inquiry has been taken care of.

Please take a moment to contact the new clerks mentoring committee shortly after you take office. We can answer some basic questions and help determine the level of support that you require.

Experienced clerks who wish to be listed as mentors, either by subject area, geographic proximity, or size of community should also contact the mentoring committee to express your interest.

New Clerks Mentoring Committee

Kathy Nagle, Wellesley, knagle@wellesleyma.gov

Barry Clough, Dedham, townclerk@doverma.org

Sandra Burgess, Amherst, burgesss@amherstma.gov

TAKING THE "WORK" OUT OF PAPER



with Document Management Solutions from Laserfiche®

- Instantly access records and documents
- Create valuable workspace by reducing paper
- Fast and easy access to board and committee minutes
- Quick response to citizen requests
- Web access to your records
- Disaster prevention and recovery for your documents

Contact Herb Myers, your Massachusetts Regional Rep at 978-729-8387 or hmyers@generalcode.com to learn about the valuable solutions we have to offer you and your municipality.

Laserfiche

www.generalcode.com | 800-836-8834

**GENERAL
CODE**

Newsletter of the MTCA

584 Main Street
Athol MA 01331



Massachusetts Town Clerks Association

President

Sally M. Hayden, CMC/CMMC, Rutland

First Vice-President

Theodora K. Eaton, MMC/CMMC, Needham

Second Vice-President

Donna Hooper, CMC/CMMC, Lexington

Secretary

Sandra J. Burgess, CMC, Amherst

Treasurer

Charlene M. Hinton, Carlisle

Editor

Nancy E. Burnham, CMMC, Athol

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