

# The Public Recorder



Volume 57, No. 57

Published By The Massachusetts Town Clerks' Association

APRIL 2010

Website: [www.newenglandclerks.org](http://www.newenglandclerks.org)

## Report of the President, Theodora K. Eaton



### At Long Last Spring has arrived! And let's Hope It Stays Around for Awhile

By Tedi Eaton

The beginning of April certainly arrived with lots of sunshine and warm weather and two important holidays. Many of us celebrated either Passover or Easter and the weather finally cooperated. I hope you all enjoyed your special days.

April 2<sup>nd</sup> was the deadline for municipal employees as well as elected officials and members of committees and boards to complete the Ethics online training. I hope other cities and towns have had as much cooperation and compliance as we have had in Needham. I'm still wondering how this new legislation was placed in the laps of city and town clerks??

And with the beginning of April, we learned that State Auditor DeNucci has forwarded certification of the cost of conducting the Special Election of a United State Senator, Chapter 236 of the Acts of 2004, to President of the Senate Therese Murray and Speaker of the House of Representatives Robert A. DeLeo as well as other governmental colleagues. The amount total \$7,858,537 for the 343 communities that responded to the DLM's request for data. However, the Commonwealth had previously distributed \$1,567,788 to these communities to assume the cost of the extended polling hours portion of the special election. This leaves a net unfunded balance of \$6,290,941. The staff at the Division of Local Mandates continues to work with the remaining 8 communities. While we still need final approval from the State Senate, we owe State Auditor DeNucci and his staff our deep gratitude and appreciation for the time and effort involved in following this mandate to fruition during this complex and difficult budget season.

I have not heard of any problems with the new Campaign Finance legislation effective January 1, 2010 that required municipal clerks to retain all reports and statements for 6 years following an election and to post on the municipality's website (if you have one) the campaign finance report **only if** the report discloses that a candidate or committee has received contributions, made expenditures, incurred liabilities, or acquired or disposed of assets *in excess of \$1,000*. For the first time in my tenure as

Needham Town Clerk, there are no contested races so I rather doubt any candidate will reach the \$1,000 mark.

As we all know, the Open Meeting Law requirements are scheduled to go into effect July 1, 2010. I received a press release from Margaret Hurley announcing that Attorney General Martha Coakley has named Robert Nasdor to lead the office's new Division of Open Government. This Division will provide training and educational resources to public officials who are subject to the OML both online and in-person. And shortly thereafter I received a call from Robert Nasdor. Mr. Nasdor previously served as the Legal Director at the National Center on Homelessness & Poverty in Washington, DC. He also served as the Executive Director of the Legal Assistance Corporation of Central Massachusetts. Mr. Nasdor and the Division of Open Government are working on promulgating guidelines to be available by May 1st and he has also indicated a willingness to attend a portion of our MTCA and MCCA joint Summer Conference.

The Executive Board and the Education Committees met individually at the end of March in preparation for the MTCA and MCCA Joint Summer Conference at the Wequasset Inn in Harwich. Please mark your calendars for June 2 – 4, 2010 and plan to attend! If your town has budget concerns, please refer to the March issue of The Public Recorder for Conference Scholarship information or contact Donna Hooper, Lexington Town Clerk and 1<sup>st</sup> Vice President in charge of scholarship applications.

Speaking of municipal clerks, congratulations are in order! Cheryl A. Mooney, MMC, Stoughton Town Clerk, has earned the prestigious Master Municipal Clerk (MMA) designation from the International Institute of Municipal Clerks and Madeline I. Daoust, CMC, Southbridge Town Clerk, has earned the prestigious Certified Municipal Clerk (CMC) designation from IIMC. Please congratulate Cheryl and Maddie the next time you see them.

Several clerks attended a retirement party for Kathy Peterson, recently retired Holden Town Clerk of twenty-seven years. Kathy's assistant, Cheryl Jenkins, has just stepped into Kathy's shoes. My understanding is that they worked as a team for many years and Holden will continue to be in good hands. Neighboring clerks please give Cheryl a call and welcome her. Her email is [cjenkins@townofholden.net](mailto:cjenkins@townofholden.net) and her telephone is 1-508-829-0265. Also, Randy Hanson, North Reading Town Clerk, retired in March with very little fanfare. Congratulations to both Kathy and Randy. We will miss you both!

I understand that Natick has just elected a new Town Clerk. If you are a neighboring community, please give Diane Packer a call and welcome her. And if you hear of other new clerks, please let me know as well as Kathy Nagle, Wellesley Town Clerk, who handles the MTCA Mentoring Program. We would like to welcome them to our Association and offer any needed assistance. Kathy's telephone number is 781-431-1019 x 2250 and her email is [knagle@wellesleyma.gov](mailto:knagle@wellesleyma.gov).

[Keep an Eye out for the MTCA & MCCA Summer Conference Brochure!](#)

## MTCA LOBBYIST REPORT – APRIL 2010

By Stephen Roche

### *SPECIAL ELECTION MONEY – CLOSING IN ON PAYMENT*

As you know, the Massachusetts House of Representatives voted on March 24<sup>th</sup> to pay the local costs of the Special Election for Ted Kennedy's Senate seat. The vote to appropriate \$7.2 million for these costs came in the form of an amendment to a FY2010 supplemental budget, **House 4572**, that had been released from the House Ways & Means Committee on March 22<sup>nd</sup>.

Governor Patrick had originally appropriated the \$7.2 million in a supplemental budget (**House 4444**) that he filed on 1/28/2010, the same day that he filed his FY2011 spending plan. I was told that one of the concerns that the House budget committee had with the Governor's appropriation was that the State Auditor had not certified a final cost for communities. Thus, the amendment was proposed by Representative Brad Jones and others.

I was very concerned about any further delay in securing a commitment for funding. While the Legislature generally does several supplemental or deficiency budgets during the course of the year, the next one may be a month or two away. Plus, with the state budget deficit still growing, we were fearful that we might be competing for funds with programs that are popular among legislators. We are through the House before it commences debate on expanded gaming and its FY2011 state budget plan.

Thus, the grassroots effort on March 24<sup>th</sup> was put in place, calls to the State House were made, and we saw a vote of 158 Y to 1 N; not bad.

Good job, clerks!

Of course, passage of this amendment could not have happened without the help and support of House Speaker DeLeo, House budget chairman Charlie Murphy, and numerous other state representatives. I worked closely with a number of legislators who were very helpful and in communication with us throughout the process, including: Representatives Brad Jones, David Linsky, Vinny deMacedo, Alice Peisch, Lida Harkins, and Ann Gobi.

*Be sure to thank your state representatives for their support!*

State Auditor Joe DeNucci's Division of Local Mandates (DLM) released a letter on March 31<sup>st</sup>, just one week after the House vote, certifying the total local costs at over \$7.8 million. The DLM then advised that a total approximately \$1.5 million of this amount had been advanced to cities and towns to cover uniform poll closing hours during the Special Election, leaving a balance of nearly \$6.3 million.

The Senate Ways & Means Committee released its version of the supp budget (**Senate 2360**) on April 5<sup>th</sup> with the figure of \$6.3 million certified by the Auditor; approval of that appropriation is expected to stand up during the Senate debate on April 8<sup>th</sup>. Then the House and Senate will have to reconcile their differences on this and other items in the supplemental budget (now **House 4579**, as amended).

## *HOUSE ACTION IN APRIL – EXPANDED GAMING & FY 2011 STATE BUDGET*

The House Speaker recently released his plan to expand gaming in Massachusetts. Under his plan, the state would allow the licensing of two free-standing casinos (locations yet to be determined) and up to 750 slots at the state's two horse tracks and two closed dog tracks. Among the benefits cited by the Speaker are:

- \* All revenue from racetrack slots would go to a Gaming Local Aid Fund until casinos are operational. The fund would receive 30 percent of the tax on gross gaming revenue.
- \* \$260 million in upfront licensing fees to state government;
- \* private capital investment of \$500 million from each resort casino and \$75 million from each track;
- \* passage will lead to 15,000 jobs "for the residents of the Commonwealth"

The Speaker is still looking for votes for his plan – there appears to be a block of opposition in the House. The Speaker is also at odds with the other two key players on Beacon Hill on a major component of his plan. While the Governor and Senate President Murray support free-standing casinos, they do not support slots at tracks. So, the Speaker finds himself in a battle for approval.

But have no doubt, the Speaker has strong allies in this battle. I recently attended the Greater Boston Labor Council's Annual Legislative Breakfast and speaker after speaker called for passage of Bob DeLeo's plan as a way to create jobs – temporary as well as long term jobs.

Our labor clients fully support the Speaker's plan and I like the fact that monies will be directed to the Local Aid Fund to offset losses from lottery proceeds sent to cities and towns.

A recent study found that Massachusetts gamblers spent more money at Connecticut's casinos in 2009 than previous years, notwithstanding the slipping economy. The results of this study are sure to be cited often during the debate on expanded gaming expected to take place in the House during the week of April 11<sup>th</sup>.

### *HOUSE 155 – STREET LIST BILL*

The Election Laws Committee just reported out our Street List bill, **House 551**, and forwarded it to the House Ways & Means Committee.

This proposal amends M.G.L. c. 51, sections 4, 6, 7, 11, and 47C by restricting access to all census information and the street list. Census information and the street list would only be available for "federal, state and local governmental use".

This legislation would allow information contained in the CVR to be available to the adjutant general and the commissioner of veterans' services; names, addresses, political designations and effective dates of voter registration would be available to state party committees, statewide candidate committees, state ballot question committees, and others designated by regulation by the SOC.

The bill allows for one "mint" copy of the street list to be produced and held by the City or Town Clerk as a permanent record with access to a "mint" copy restricted for a period of 18 years from date of

creation. At the end of the restricted period, a “mint” copy will be available to the public upon written request. This also allows the subject of a street list record to be provided with a copy of his own record.

As we sift through committee reports on the MTCA and other bills being tracked, we find some other interesting outcomes.

Election Day Registration (EDR) was a topic of much discussion last session. This session has been much different – it has been fairly quiet. Here’s what happened on a few EDR bills we’re tracking:

**House 564** – MTCA’s EDR Task Force – placed in a “study” order.

**House 558** – EDR – sent to study.

**House 651** – EDR – sent to study.

Here’s an interesting bill that the Election Laws approved – **House 683**, “An Act Relative To Pre-Registration of Voters.” Here’s the text:

“Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Section 47A of chapter 51 of the General Laws, as appearing in the 2006 Official Edition, is hereby amended by inserting at the end thereof the following: A person who is otherwise qualified may pre-register on or after that person's sixteen and a half birthday and may vote in any election occurring on or after that person's eighteenth birthday.”

Of course, we will be staying active on this and other bills as we move toward the end of formal sessions on July 31<sup>st</sup>.

### *SPECIAL ELECTIONS – A FINAL NOTE*

As we move toward payment of the local costs of the Special Election for the US Senate, cities and towns will not see reimbursement of their costs for several special elections to fill vacancies in the General Court. Among those seats being filled in the next few months are:

- the Senate seat vacated by Scott Brown when he was sworn in as a US Senator
- the Senate vacancy created when Anthony Gulluccio resigned his Senate seat
- the House seat vacated by William Lantigua after his election as Mayor of Lawrence

The state’s cost for conducting these elections are covered in Senate 2360, the supp budget discussed above; local costs are not. This is an area that calls out for reform, for a mechanism to ensure local costs of special elections are covered, especially in these difficult fiscal times!

Maybe the MTCA should file legislation for the next session, a proposal to get a serious discussion going about this issue.

## **MASSACHUSETTS TOWN CLERKS' ASSOCIATION JUNE CONFERENCE FUNDING AVAILABLE!**

**By Donna Hooper, 1<sup>st</sup> 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 **April 30, 2010** for funding consideration for the upcoming MTCA Conference to be held **June 2-4, 2010** at the Wequassett Inn, Chatham. Scholarship awards will be based upon applications received and funding available.

Please contact MTCA 1<sup>st</sup> Vice President Donna Hooper at [dhooper@lexingtonma.gov](mailto:dhooper@lexingtonma.gov) 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 1<sup>st</sup> 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 1<sup>ST</sup> 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 Confer ences ~

- |                                                                                                                                                                                                          | <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 <u>letter of denial</u> .                                                                                       | _____      | _____     |
| 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.**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

JOB TITLE/TOWN \_\_\_\_\_ POPULATION \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

AMOUNT REQUESTED \$ \_\_\_\_\_ to be matched with \$ \_\_\_\_\_  
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; Donna Hooper, 1<sup>st</sup> Vice President, MTCA, 1625 Massachusetts Ave., Lexington, MA 02420** 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: \_\_\_\_\_

**New England Municipal Clerk Institute & Academy  
@ Plymouth State University, Plymouth, NH  
July 17-23, 2010  
2010 Scholarship Application Procedures**

By Donna Hooper, MTCA Scholarship Chair

The 2010 New England Municipal Clerk Institute & Academy returns July 17-23, 2010 for its 2<sup>nd</sup> year at Plymouth State University, Plymouth, NH. 2010 promises to be another exciting year for the NEMCI.

NEACTC members planning to attend the Institute or Academy are advised the deadline for applying for a scholarship is **Friday, April 23, 2010**.

All applications will be reviewed by Scholarship Committee members Donna Hooper (Lexington), Marlene Chused (Sharon) and Sandra Burgess (Amherst). NEMCI scholarship awards will be announced at the June 2010 MTCA conference at the Wiscasset Inn, Chatham.

In awarding scholarships to attend the New England Municipal Clerk Institute & Academy, the MTCA gives preference to first-time students.

Scholarships to attend the Institute are also funded by the state associations, New England Association of City and Town Clerks, and the New England Municipal Clerks Institute. Scholarship applications will be funded at the state level and forwarded to NEACTC for further funding if needed.

**Application Deadline: Friday, April 23, 2010**

**Submit scholarship application to:**

MTCA Scholarship Committee  
c/o Donna Hooper, Town Clerk  
1625 Massachusetts Avenue  
Lexington, MA 02420  
dhooper@lexingtonma.gov  
Phone: 781-862-0500 x 273; Fax: 781-861-2754



## 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 07, 2010**.
3. Joint Scholarship Chair will notify the applicant, the Treasurer of the NEACTC, and the Treasurer of the NEMCI & Academy by May 28, 2010.

### Joint Scholarship Chairperson:

**MA** - Sally Hayden – 250 Main Street, Rutland, MA 01543 – Phone : 508-886-4104 – [sallyh@townofrutland.org](mailto:sallyh@townofrutland.org)

**State Scholarship Chairpersons:** **VT:** Linda Spence, Town Clerk, P.O. Box 830, Manchester Center, VT 05255, Phone – 802-362-1315 – Email: [manclerk@sover.net](mailto:manclerk@sover.net). **CT:** Sharon Miller, Town Clerk, 740 Main St., East Hartford, CT 06108, Phone 860-291-7235 – Email: [smiller@ci.east-hartford.ct.us](mailto:smiller@ci.east-hartford.ct.us). **ME:** Linda Morrell, Town Clerk, Town of Windham, 8 School Rd., Windham, ME 04062 – Email – [lsmorrell@town.windham.me.us](mailto:lsmorrell@town.windham.me.us). **NH:** Sharon Teel, Town Clerk, P.O. Box 194, Center Sandwich, NH 03227, Phone 603-284-7113 – Email: [tctcsandwich@cyberpine.net](mailto:tctcsandwich@cyberpine.net). **RI:** Maureen Smith, deputy clerk, 100 Old River Road, P.O. Box 100, Lincoln, RI 02860 – Phone 401-333-8450 – Email: [msmith@lincolnri.org](mailto:msmith@lincolnri.org) **MA:** Donna M. Hooper, Town Clerk, Town of Lexington, - Phone 781-862-0500 x273, Email: [dhooper@lexingtonma.gov](mailto:dhooper@lexingtonma.gov)

Please fill out and give to your State chairman for processing first. Check with your State Chair for the scholarship deadline for your State and any additional information that may be required.

## New England Municipal Clerks Institute & Academy

### SCHOLARSHIP APPLICATION

Please answer YES or NO

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 letter of denial.
4. I am a member in good standing of my state association. \_\_\_\_\_
5. I am a dues-paying member of the New England Association \_\_\_\_\_

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: \_\_\_\_\_

I am applying for financial assistance for the New England Municipal Clerks Institute & Academy  
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 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 07, 2010\*\*

#### FOR USE BY NEACTC JOINT SCHOLARSHIP COMMITTEE CHAIR ONLY:

Date received: \_\_\_\_\_ Date action taken: \_\_\_\_\_ Amount awarded: \_\_\_\_\_

OR: Reason for denial \_\_\_\_\_

## 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 30<sup>th</sup>** for the July exam, which will be mailed between July 16<sup>th</sup> and 23<sup>rd</sup>.

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 25<sup>th</sup> 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 15<sup>th</sup>. 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. For more information or to receive the exam packet, please e-mail [cityclerk@easthampton.org](mailto:cityclerk@easthampton.org) or call 413-529-1460.

## Western Mass. City & Town Clerks' Association

Western Mass. City and Town Clerks will hold their summer meeting on Friday, July 30, 2010. The meeting will be at Look Park in Northampton. Mark you calendar, more details will follow.

Nancy M. Blackmer, MMC/CMMC  
Town Clerk  
6 Prospect St.  
Orange, MA 01364  
Phone: 978-544-1100, ext. 101  
Fax: 978-544-1134  
[townclerk@townoforange.org](mailto:townclerk@townoforange.org)  
[www.townoforange.org](http://www.townoforange.org)

## OFFICE OF CAMPAIGN & POLITICAL FINANCE

### OCPF creates software tools to help clerks post reports

By Al Grimes and Tracey Dano

One of the many changes to the campaign finance law that went into effect in January was the requirement that every municipality with a Web site post, for public viewing, all campaign finance reports that show \$1,000 or more in activity.

We understand that the new requirement will be challenging to implement, so we want to offer our assistance in meeting this new mandate. We have updated our electronic campaign finance report forms, upgraded our campaign finance reporting software, and developed an online application that you can use to create a Web page to display the electronic reports once you receive them.

The Webpage Toolkit for Municipal Clerks is the newest application on the OCPF Electronic Filing System (EFS). It was designed with novice computer users in mind. The application uses an interview-style interface: you will be asked to supply information about the candidates, the offices sought and the campaign finance reports you expect to receive for each local election and the location where you store your electronic files. Once you have supplied the information, the software builds a webpage for you to save to any location you choose.

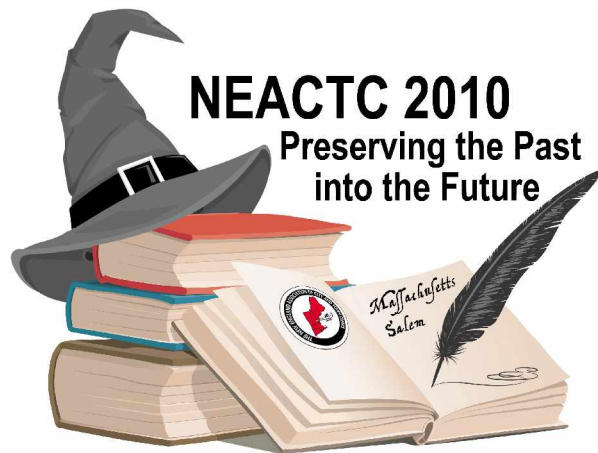
OCPF will be mailing out a password to everyone the week of April 12<sup>th</sup>. Once you have your password, you can access the application through a link on the OCPF website, [www.mass.gov/ocpf](http://www.mass.gov/ocpf), or by visiting the EFS at [www.efs.cpf.state.ma.us/clerks/Login.aspx](http://www.efs.cpf.state.ma.us/clerks/Login.aspx). To log-in, select your municipality from the dropdown list and then enter your password. You can also view or download a reference guide for the Webpage Toolkit from the OCPF website.

OCPF has also posted editable PDF versions of the CPF M102 municipal campaign finance report form, supplemental Sch. A and B forms, and the R-1 report of reimbursements form on the "Forms & Publications" page of our website. The candidates and committees that file with your office can enter their campaign finance activity information directly into these forms, which will make the reports much more legible. The completed forms can then be printed for signature and sent to you. These forms do require Adobe Acrobat which is also available, at no cost, from our website.

Finally, we have updated our *Reporter* campaign finance reporting software to accommodate all of the new changes in the law. Municipal candidates and committees can use the *Reporter 5* software for creating and printing their reports and, as a new feature, reports can be generated in the PDF file format. *Reporter 5* is also available, at no cost, for downloading from the OCPF website.

If you have any questions about the new posting requirement, or require assistance with the Webpage Toolkit or any of our online software or forms, please contact Al Grimes or Tracey Dano at (617) 979-8300.

*Al Grimes is the OCPF IT manager. Tracey Dano is OCPF's business systems analyst.*

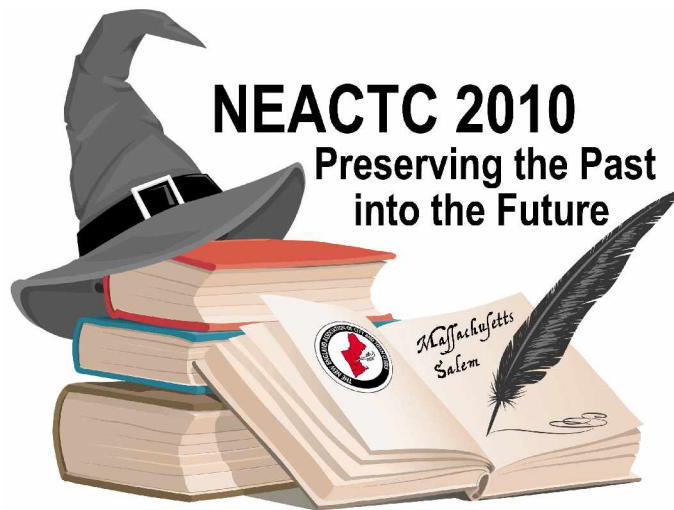


The 2010 New England conference to be held in Salem has taken shape, and it will be wonderful. The program committee has come up with a diverse and exciting group of presentations. Salem is charming beyond words. The headquarters hotel is a historical gem, and the nearby hotel is new and up to date. The President's reception at the exquisite Peabody-Essex Museum will be memorable. Optional trolley tours will help you discover historic Salem. Your problem will be to fit in everything we have to offer in the all too short time laid out for the meeting.

We are including the program to give you an idea of what is ahead for you, but we are holding off on asking you to sign up for programs until July 1. We know that some of you will want to pay for some parts of your costs using FY 10 money, so we are putting the application in this month. We'll be back during the summer for those of you who will be using FY 11 dollars.

On behalf of NEACTC President Catherine Flanagan Stover and the wonderful conference committee, I look forward to seeing you in Salem and to being able to answer any questions you might have.

Laurence R. Pizer, Conference Chair  
Plymouth



# NEACTC 2010

## Preserving the Past into the Future

NEACTC 43<sup>rd</sup> ANNUAL CONFERENCE PROGRAM  
 'Preserving the Past....Into the Future'  
 November 17-18-19, 2010 - Hawthorne Hotel, Salem, MA

### Wednesday, November 17, 2010

Event	Time
Registration	9:00 am - 3:00 pm
Exhibits Open	10:00 am - 3:00 pm
NEACTC/NEMCI Meetings/Luncheons	10:30 am - 12:45 pm
Welcome to Salem (City Clerk)/Annual Business Meeting	1:00 pm - 1:30 pm
<u>Education Session</u>	1:30 pm - 4:30 pm
<ul style="list-style-type: none"> <li>General Session #1 - 'The Way We Vote: The Local Dimension of American Suffrage'                Alec Ewald, University of Vermont - Of particular interest for students of American elections and election law, Ewald draws from history, law, political science, and other disciplines as he paints a picture of the pluses and minuses of decentralization, from the beginning of the Republic through modern times. Ewald, in 'The Way We Vote' makes a case for celebrating the diversity in American democracy</li> </ul>	
Break	2:45 pm - 3:15 pm
President's Reception @ Peabody Essex Museum Kim Driscoll, Mayor, City of Salem	5:00 pm - 7:00 pm
Entertainment: Bagpiper & The Jolly Rogues - The Jolly Rogues, Wilmington, MA -4 folk-men in period costumes featuring sea shanty tunes from the 18th and 19th. Century	

---

### Thursday, November 18, 2010

Registration	7:30 am - Noon
Continental Breakfast	7:30 am - 8:30 am
Exhibits	8:00 am - 4:30 pm
<u>Education Sessions</u>	
<ul style="list-style-type: none"> <li>Session A - Slaying the E-Mail Dragon - Abby Marks Beale 8:30 am - 11:30 am.                Communicating via email can be very efficient, but things are getting out of hand! Learn how to better manage our email skills with one of the leading experts in the field of productivity. Abby's</li> </ul>	

expertise in helping busy people manage time, reading, and handling email workload will help position participants to improve time management skills and reduce stress!

- Session B - Preserving Historic Records - 8:30 am - 11:30 am  
A hands-on experience of Peabody Essex archives/preservation initiatives with Irene Axelrod, Peabody Essex Museum, and Deborah Wender, NEDCC - Director of Book Conservation.
- Session C - Evolving Role of the Municipal Clerk 8:30 am - 10:00 am  
A panel presentation of New England's Municipal Clerks will guide participants through the changes in the office of Municipal Clerk over the years and offer insight into future possibilities of this vital office.

\$Tour-1A Trolley Tour City of Salem - nonstop - 1 hour tour 10:30 am - 11:30 am  
\$Tour-2 Trolley Tour Salem - Nathaniel Hawthorne - 3 hour tour 8:30 am - 11:30 am

Break 10:00 am - 10:30 am  
Lunch 12:00 Noon - 1:30 pm  
(Historical In-Character Nathaniel Hawthorne)

### Education Sessions

- Session D - History of Voting Rights Act of 1965 1:30 pm - 4:30 pm  
Mass. ACLU - Carol Rose, President  
Carol M. Rose, Executive Director, ACLU - Massachusetts, will enlighten participants on the history of the Voting Rights Act of 1965, and impact on voting today and the future. "Our constitutional democracy rests on certain core principles," "Every vote should be counted accurately, every vote should be counted equally, and no one should be denied the right to vote based on the color of his or her skin." (Nadine Strossen, ACLU).
- Session E - Vital Records Through Time: The New England Perspective 1:30 pm - 4:30 pm  
A panel of NE Directors of Registries of Vital Records & Statistics will review past, current, and proposed initiatives impacting vital records throughout the NE states and upcoming involvement with initiatives at the federal level. Moderated by Laurence Pizer, Plymouth Town Clerk
- Session F - CoSTEP - Coordination & Collaboration Initiatives for Historic Preservation of Cultural Resources 1:30 pm - 3:00 pm  
Representatives from NEDCC, Mass. State Archives & Mass. Board of Library Commissioners will enlighten participants on the CoSTEP Massachusetts Pilot Project underway to develop model statewide disaster plans for dissemination to state libraries and archives across the United States - to provide a blueprint for preparing in advance for area-wide disasters, building alliances with federal, state, and local emergency management agencies, and coordination between different types of cultural institutions.

\$Tour-3 - Tour - Salem Witches	1:30 pm - 4:30 pm
\$Tour-1b - Tour - Trolley Tour of the City - Nonstop	3:30 pm - 4:30 pm
Break/Drawings	3:00 pm - 3:30 pm
Reception	6:00 pm - 7:00 pm
Banquet	7:00 pm - 8:30 pm
Performance:	8:00 pm
<ul style="list-style-type: none"> <li>Cry Innocent - The people versus Bridget Bishop - a dramatic live recreation of Salem's first witch trial, where audience members play the role of jury.</li> </ul>	

\$Note: Trolley Tours rates of \$10 for half-day and \$20 for full-day tours, payable with registration.

Friday, November 19, 2010

Breakfast Buffet	7:30 am - 8:30 am
NEACTC/NEMCI Breakfast Meeting	
<ul style="list-style-type: none"> <li>General Session #2 -</li> </ul>	8:30 am - 11:00 am
Breakfast with Susan Wornick- award-winning television journalist and consumer advocate will share some stories behind the news and how she has survived in a competitive business over the years	8:30 a.m. - 9:15 a.m.
General Session #3 -	9:30 a.m. - 11:00 a.m.
Noreen Reilly - Transformational Leadership - the Keys to Success The key to success in any organization is effective leadership. Learn ways to improve the lines of communication between staff, departments, and bosses; acquire skills for communicating the message you want, clearly, concisely, and positively. Learn how to build bridges between people. Discover how you can be a transformational leader who inspires positive change through vision, trust, goal setting, and making others feel valuable and capable.	
Closing Remarks	11:00 am - 11:15 am

# New England Association of City and Town Clerks

## 43<sup>rd</sup> Annual Conference

November 17, 18, and 19, 2010

Hawthorne Hotel

Salem, MA. 01970

Name : \_\_\_\_\_  
Title: \_\_\_\_\_ Municipality \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/Town \_\_\_\_\_  
EMAIL: \_\_\_\_\_ Telephone# \_\_\_\_\_  
Indicate name for use on a badge: \_\_\_\_\_  
First name or nickname of guest for use on a badge \_\_\_\_\_

REGISTRATION: (Cancellations after October 18th are non-refundable) Amount

NEACTC Members/Associates	\$200.00	_____
(Limited to the 1 <sup>st</sup> 200 registrants)		
Non-members	\$225.00	_____
Guests Full Registration	\$200.00	_____
1 Hr Trolley Tour	\$ 10.00	_____
3 Hr Trolley Tour	\$ 20.00	_____

(Register for tours on educational forms)

Your registration includes all meals.

WEDNESDAY

Education Session  
President's Reception  
(Casual dress)

THURSDAY

Continental Breakfast  
Educational Sessions  
Lunch  
Educational Sessions  
Banquet/Entertainment

FRIDAY

Full Breakfast  
Educational Sessions

Do you have any special diet considerations? \_\_\_\_\_

Check enclosed for a total of \$ \_\_\_\_\_

Make Check payable to: "NEACTC CONFERENCE FUND"

Mail to: Linda Lincoln (Retired Town Clerk )

24 Quaboag St.,  
Brookfield, MA. 01506

[glincoln@charter.net](mailto:glincoln@charter.net)

Fax # 413-477-6703

1. Fill out Registration Form #1. Use Separate form for each person.
2. Hotel Reservations made directly to the Hotel - See Hotel Information form #2.
3. Register for Classes and Trolley Tours with form #3



# Reservation Form

*Hawthorne Hotel*  
18 Washington Square West  
Salem, MA 01970  
Tel: 978-744-4080

New England City & Town Clerks Conference November 17, 18, 19, 2010

CHECK IN TIME IS 4:00P.M.

CHECK OUT TIME IS 11:00A.M.

1 NIGHT PLAN – WED ONLY or THURS ONLY

Single \$170.04 per person  
Double \$85.02 per person  
Triple \$60.33 per person

2 NIGHT PLAN – WED & THURS

Single \$340.08 per person  
Double \$170.44 per person  
Triple \$120.66 per person

3 NIGHT PLAN – TUES, WED & THURS or WED, THURS & FRI

Single \$510.12 per person / Double \$255.06 per person / Triple \$181.00 per person

**ABOVE RATES ARE GUARANTEED UNTIL OCTOBER 18, 2010**

### COMPLETE ONE FORM PER ROOM

Smoking: \_\_\_\_ Non-Smoking: \_\_\_\_ No. of Occupants in room: \_\_\_\_  
(There are only 5 smoking rooms in the hotel on a first come basis)

No. of Beds (Circle one) 1 2 3 (3<sup>rd</sup> bed will be a cot)

**Only one individual's credit card is needed to guarantee the room.**

**You may choose to pay by company check or credit card upon arrival for check in.**

OCCUPANT #1 (Person who will be using their card to guarantee the room)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Town: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Credit Card: (Circle One) AMEX VISA MC DISCOVER Check Enclosed: \$ \_\_\_\_\_  
Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_  
Name that appears on Credit Card: \_\_\_\_\_  
Signature: \_\_\_\_\_

OCCUPANT #2

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Town: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

OCCUPANT #3

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Town: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**PLEASE FAX THIS FORM TO 978-745-2626 Attn. Thomas MacDonald**

## Brown's River/Marotti

of Vermont

800-639-3027

[brownsriver@juno.com](mailto:brownsriver@juno.com)

PERMANENT RECORDS CONSERVATION  
HIGH-DENSITY MOBILE SHELVING  
DOUGLAS ELECTION EQUIPMENT  
MAP AND PLAT RESTORATION  
MODULAR VAULT SYSTEMS  
MAP STORAGE SYSTEMS



A.M. SULKIN CO.  
PRINTERS

&

BOOKBINDERS  
ESTABLISHED 1902

MANUFACTURER'S OF  
MUNICIPAL FORMS  
MINUTE BOOKS &  
STORAGE BINDERS

HARCOURT BINDERY INC.

RECORDS PRESERVATION  
AND RESTORATION

COME VISIT OUR WEB SITE

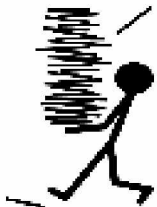
[www.sulkincompany.com](http://www.sulkincompany.com)

80 CAMBRIDGE ST. BOSTON MA 02129

PH: 617-242-5959 FAX: 617-242-3764

A DIVISION OF ACME BOOKBINDING

# 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](mailto:hmyers@generalcode.com) to learn about the valuable solutions we have to offer you and your municipality.

**Laserfiche**

[www.generalcode.com](http://www.generalcode.com) | 800-836-8834

**GENERAL  
CODE**

## Looking for a more accurate census count?

### We can help!

Our team of technical professionals have helped other municipalities with its automated census solution as well as 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](http://www.markaltman.com)

# IMAS, llc

*Exceeding the Information Management Needs of City and Town Clerks of New England*

In April IMAS released IMAS' *Ethics, Elections, Boards, Commissions and finance Campaign Tracking System – EBCTS®*. Keep the records pristine, accurate, safe and instantly accessible with our new *SPV®* function for *EBCTS®*. Eliminate the cumbersome process of accessing Ethics requirements, keep updated elections including personnel, positions, dates and terms as well as finance campaign requirements no more spreadsheets, plastic sleeves, binders and copy machines.

With this new software *EBCTS®* you will be able you maintain different items from different offices and print to any printer in your office or on your network.

This new software *EBCTS®* enables Internet posting of information if so desire, from your Municipality's webpage or IMAS' webpage, enabling you to elicit and serve the public efficiently.

Email: [clerk@imasllc.com](mailto:clerk@imasllc.com)  
203-775-3101

[www.webtownhall.com](http://www.webtownhall.com)  
1-800-775-3107 ext. # 2

[www.imasllc.com](http://www.imasllc.com)  
Fax 203-740-1690

Street Listing Books

Census

Confirmation Cards

**COPLEY . . . Your one stop source for  
all Printing and Mailing Needs**

With over 50 years of specialized database, printing, and mailing experience, Copley offers personalized, custom support and service to both the public and private sectors.

All communities are operating on reduced budgets and are facing even deeper budget cuts this year. Copley's Number One priority at this time is the printing and mailing of Census. We analyze and correct errors and anomalies in your database, ensuring the most accurate census count. We will also assist you in getting the best federal census count.



a Looney Enterprises LLC Business

**18 Alpha Road #2  
Chelmsford, MA 01824  
Ph (978) 256-9330  
Fax (978) 256-9335  
[www.cbsprint-mail.com](http://www.cbsprint-mail.com)  
[data@cbsprint-mail.com](mailto:data@cbsprint-mail.com)**

Please call COPLEY for all your Census needs



**LHS Associates, Inc.**  
**13 Branch St., Methuen, MA 01844**  
**Election Systems and Supplies**

Ken Hajjar

**Exclusive Distributor of Alphabooth voting booths  
New England Distributor of AccuVote tabulation systems**

**Accessories and Supplies**

**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**

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

**Or shop online at [www.lhsassociates.com](http://www.lhsassociates.com)**

# Newsletter of the MTCA

584 Main Street  
Athol MA 01331



## **Massachusetts Town Clerks Association**

### **President**

Theodora K. Eaton, MMC/CMMC, Neeham

### **First Vice-President**

Donna Hooper, CMC/CMMC, Lexington

### **Second Vice-President**

Nancy M. Blackmer, MMC/CMMC, Orange

### **Secretary**

Sandra J. Burgess, CMC/CMMC Amherst

### **Treasurer**

Andrew T. Dowd, CMC/CMMC, Northborough

### **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](mailto:townclerk@townofathol.org)

Website: [www.newenglandclerks.org](http://www.newenglandclerks.org)