

# The Public Recorder



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## Report of the President, Donna Hooper

### *Conferences, Certification & Committees*

The MTCA returns to Hancock, MA October 12<sup>th</sup> – 14<sup>th</sup> for the 2011 fall conference at the Jiminy Peak Mountain Resort. If you haven't already made plans to attend this year's fall conference I encourage you to take another look at the conference program and complete last-minute registrations for the classes planned by MTCA's **Education Committee**. On-line registration may be completed at <http://prestogem.com/vo/mtca>. Conference program and registration materials may be found at: [www.newenglandclerks.org/content/121/155/default.aspx](http://www.newenglandclerks.org/content/121/155/default.aspx).

Your Association strives to provide classes with timely and pertinent topics, quality presenters, for the development and education of our members. The **Education Committee** works tirelessly to plan, organize, and oversee these classes. Comments and suggestions received from our members, through class evaluations, informal conversations, or formal communication, are key to guiding Committee members in program development. Please be sure to bring forth your suggestions to **Education Committee** members Jacqueline Brown, Kaari Tari, Rosemary Harvell, Mary Stokarski, Nancy Butler, Deborah Pellegri, or other MTCA Officers.

The MTCA **Conference Committee**, along with the 2<sup>nd</sup> Vice President in charge of hotel arrangements, works closely with the **Education Committee** in creating a conference package – classes, accommodations, logistics, and networking opportunities.

The **Conference Registration Administrator** Barbara LaBombard (Easthampton) and **Education Database Coordinator** Katherine Ingram (Longmeadow) work closely to record and document class signups to assure members are able to attend desired classes and receive credit for applying to both the Massachusetts Town Clerks' Association (CMMC) and International Institute of Municipal Clerks (CMC) certification programs. For this reason, it is critical all participants sign-in at each class attended and maintain copies of conference registrations for future reference.

**Education Database Coordinator** Katherine Ingram may be contacted via email at [kingram@longmeadow.org](mailto:kingram@longmeadow.org).

Certified Massachusetts Municipal Clerk information may be obtained from **CMMC Certification Administrator** Barbara LaBombard at [cityclerk@easthampton.org](mailto:cityclerk@easthampton.org) , while Certified Municipal Clerk (CMC) information may be had from the IIMC at [www.iimc.com/index.aspx?nid=121](http://www.iimc.com/index.aspx?nid=121).

Committees are the force behind the MTCA. As the role of the municipal clerk evolves, our Committee membership and Committee structure also evolves. Standing Committees support our Association in meeting its mission of increasing the proficiency of Town Clerks and government officials; strengthening the quality of local government through professionalism; and promoting recognition of the importance of the Town Clerk. The newsletter in which this article appears, the *Public Recorder* , produced by editor Nancy Burnham, provides a key role in communication with members.

Established Committees/Appointed Officers include:

- wBudget
- wBy-Law/Policies Procedures Review
- wClerk's Manual
- wCMMC Certification Administrator
- wCMMC Certification/Examination Board
- wConference
- wConference Registration Administrator
- wEducation
- wEducation Database Coordinator
- wLegislative & Lobbyist Review
- wNomination
- wPublic Recorder Editor
- wScholarship
- wStatistician
- wMarketing Manager
- wSocial Secretary

Additional committees, programs, and positions are occasionally established to meet a short-term need. Some of these currently operating include: Mentoring Program, F.A.S.T. – Forum About Small Towns, Web Editor, and CVR User Group.

Key roles of these multiple committees include:

- wNominating and presenting a slate of officers at annual meeting
- wPreparing and presenting annual budget to membership at annual meeting
- wPlanning, coordinating, developing and implementing the MTCA Certification Program and administering Certification Program
- wPlanning MTCA Conferences, developing curricula for MTCA conferences, and administration of MTCA conference registration
- wAdvancing legislative agenda of the MTCA & informing the MTCA of matters pertaining to MTCA, proposed changes in the law relating to municipal government, and recommending MTCA action as may be expedient
- wPublication of Public Recorder – collecting, assembling, soliciting advertising and publishing the monthly newsletter
- wCoordinating and presenting candidates for scholarship awards
- wUpdating Clerks' Manual
- wWeb Communication
- wClerk Mentoring Program
- wCVR Usability

The vibrancy of the MTCA is dependent upon its membership. Through your efforts and active participation in MTCA efforts our Association can succeed in achieving its mission of increasing the proficiency of Town Clerks & government officials, strengthening the quality of local government

through professionalism, and giving recognition of the role of the Town Clerk. As we reach out for participation in special initiatives, to replace vacancies on standing boards, or for our annual appeal in the springtime I invite you to contact me or other Executive Board members to discuss your interests and opportunities for service.

Best wishes for a fruitful autumn,

Donna Hooper, MTCA President  
Lexington Town Clerk



## What are your Census forms missing?

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

Please return this form to:  
Town Clerk  
343 Sample Avenue  
Anytown, US 01234  
(800) 123-4567

Please return this form to:  
Town Clerk  
Town of Anytown  
123 Main Street  
Anytown, US 01234  
Hours: Monday thru Friday 8:30 AM to 4:30 PM  
For Assistance, call the Town Clerk at (800) 765-4321

RESIDENT ADDRESS: 343 SAMPLE LANE

SMITH HOUSEHOLD  
OR CURRENT RESIDENT  
343 SAMPLE LANE  
ANYTOWN, US 01234

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 form in the enclosed envelope within ten (10) days, even if no changes are necessary.

← If this address is incorrect, make corrections below:

A	B	C	D	E	F	G	H	I
NAME	DATE OF BIRTH	NATIONALITY	SEX	RACE	ETHNICITY	RELIGION	DISABILITY	OTHER
LAST - FIRST - MIDDLE	MMDDYYYY	CC/PA/US/Other	M/F	W/B/O	W/B/O			

Unlisted:

Phone #: (800) 123-4567

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## MTCA LOBBYIST REPORT – SEPTEMBER 2011

### By Stephen Roche

#### *GENERAL COURT IS BACK & BUSY*

The House and Senate returned to Beacon Hill after Labor Day facing a busy Fall agenda and they wasted no time in getting down to business.

First off was the House's proposal to allow casino gambling in Massachusetts. The House released a plan a few days after Labor Day. On September 14<sup>th</sup>, the House debated over 150 amendments and gave final approval to its legislation - **House 3702** - to allow 3 casinos and 1 slot parlor in our state.

The final vote in the House was 123Y – 32N.

The Senate is expected to debate its expanded gambling bill during the week of September 26<sup>th</sup>; see Senate 2015 There are several vocal opponents who have promised to slow passage but the Senate voted last session to approve a gambling bill and the Senate President has publicly stated her support for it.

The Governor said he expects to be given a proposal that he is comfortable signing into law. Of course, it is the promise of jobs and new state revenues that is driving the issue on Beacon Hill.

Another issue getting a lot of attention early on at the State House is Public Pension Reform, **Senate 2010**. On September 15<sup>th</sup>, the State Senate debated and approved a series of changes to our public retirement laws.

Two items of particular note are:

- \* the goal is to save \$5 billion in public pension costs.

- \* generally, the changes will affect only new employees who enter into a public retirement system on or after 1/1/2012.

The Senate bill contained a number of the provisions found in the Governor's Pension Reform proposal, **House 35**, and he has stated that further pension reform is a priority for him. The House is expected to also approve a reform plan this Fall.

There was limited opposition to the Senate plan; generally speaking, a number of public employee unions did not strongly object to the provisions since they are prospective and will not affect their current members.

#### ***2012 BALLOT QUESTIONS***

On September 7<sup>th</sup>, Attorney General Martha Coakley approved 17 topics for next year's General Election. Among the approved proposals are Initiative Petitions sanctioning and regulating medical marijuana, empowering terminally ill, suffering patients to take life-ending drugs, and to expand the state's bottle recycling law.

Questions that will proceed to the signature-gathering phase also include:

- Forcing auto manufacturers to share additional diagnostic information with repair shops;
- Repealing the individual mandate for Massachusetts residents to obtain health insurance;
- Permitting more food stores to sell beer and wine;
- Prohibiting auto insurers from adjusting premiums based on socioeconomic factors;
- Establishing consequences for teacher evaluations.

Several proposals were rejected by the AG, including a plan to require voters to show an ID at the polls. She determined that the initiative was “improper” because it infringes on the freedom of elections.

We will hear a lot about the Voter ID on September 21<sup>st</sup> when the Election Laws Committee dedicates an entire hearing to this topic. **House 1981**, the MTCA’s bill to require all persons who registered to vote by mail, or who have not previously voted, to present identification when asserting a right to vote in all elections, is also being heard that day.

### ***2012 ELECTION \$\$***

State Auditor Suzanne Bump made an interesting announcement on September 15<sup>th</sup>. The Auditor stated that Massachusetts owes cities and towns \$2.48 million to cover the costs of extended polling hours for the March presidential primary, the state primary next September and the 2012 general election in November. This is funding for the state’s so-called the ‘Uniform Poll Closing Hours’ law which requires voting locations to open for three additional hours.

The Auditor has certified \$827,811 in extra costs for the presidential primary, and \$1.66 million for the combined fall elections in 2012.

### **MTCA FALL CONFERENCE – LEGISLATIVE PROGRAM**

As you may know, there will be a class on the state’s legislative and budgetary processes lead by the MTCA Legislative Chairman, Larry Pizer, and me at the Conference. Joining us that day will be Representative Stephen Kulik from Worthington, MA. The Representative is a former selectman and former President of the MMA; his district includes 16 towns. He is the Vice Chairman of the House Ways & Means Committee, one of the General Court’s most powerful committees. I’m looking forward to hearing about how the House budget committee really works.

**See you at the Fall Conference!**



**THE START OF ANOTHER ELECTION CYCLE**  
**WILLIAM FRANCIS GALVIN, SECRETARY OF THE COMMONWEALTH**

Now that fall is fast approaching, we are busy preparing for another state election season. Accordingly, I wanted to provide you with some updates as to happenings in the office and to keep you informed of important deadlines ahead.

First, I wanted to thank you for your diligent efforts in drawing your new precinct lines. The Local Election Districts Review Commission was able to complete their review of all new precincts five (5) weeks earlier than 10 years ago and provide the data that much sooner to the legislature to use as building blocks for the new legislative districts.

The next step in the process will be to update the precinct data in VRIS. We have already begun matching the street addresses to the census blocks and will be providing you with lists of changed addresses for your review and approval. Once we receive your final approval, the updates will be made so that your VRIS data will reflect the new precincts prior to their effect date of December 31, 2011. Thereafter, once the legislative districts are finalized, they too will be updated in VRIS.

Also, right now nomination papers are circulating for state, ward and town committee. We've been working with the state party committees to make sure that their membership is aware of all filing deadlines and the challenges this time around because of re-precincting and redistricting. We hope our communications will lessen any issues at the presidential primary. The deadline for candidates to submit state, ward and town committee nomination papers to your offices for certification is 5:00 pm on Friday, November 4, 2011. Certification must be completed by 5:00 pm on Thursday, November 10, 2011.

We've also recently had twenty (20) initiative petitions filed with my office. We are in the process of preparing the blank petition forms and will send you an e-mail with more detailed information once they are circulating. Please note that the petitions must be submitted to your offices for certification of signatures by Wednesday, November 23, 2011 and certification must be complete by Monday, December 5, 2011.

As we prepare for the upcoming presidential primary, state primary and state election, it is important that we keep our lines of communication open and to work together to ensure the fair and orderly administration of the election process. Accordingly, I hope to provide regular updates in the Public Recorder as one of the means of continued communication.

William Francis Galvin  
Secretary of the Commonwealth of Massachusetts

## OFFICE OF CAMPAIGN & POLITICAL FINANCE

The Office of Campaign and Political Finance is available to do campaign finance seminars in your town prior to the spring elections.

Our seminars cover reporting requirements for candidates and the rules concerning public employees and public resources. We can also review the rules concerning ballot questions, if your town faces an override or debt exclusion.

Please call Jason Tait at 617-979-8300 to schedule a seminar for your town. Seminars usually happen in the evening .

## MTCA BYLAWS

### **Association By-Laws:**

Following receipt of the recent *By-Law/Policies and Procedures Review Committee's* proposed updates the Executive Board is currently reviewing proposed changes and necessary edits to update the MTCA By-Laws. Plans are for the proposed By-Law changes to be brought to the full membership in early 2012 for adoption. Proposed changes that generally fall into the category of 'housekeeping' will be published in the Public Recorder prior to the meeting of the full membership at which a vote will be held.

Current By-Laws may be reviewed at <http://www.newenglandclerks.org/content/121/212/234.aspx> .

## Certified Municipal Clerks

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

**Susan Funaiole, CMC - Town Clerk - Town of Townsend, MA.**

**Kelly Darling, CMC - Assistant Town Clerk - Town of Orleans, MA.**



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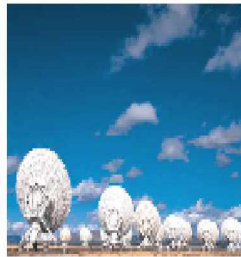
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Massachusetts Town Clerk's Association  
Business Meeting  
The Sea Crest Beach Hotel  
June 10, 2011

Tedi Eaton, President of the Massachusetts Town Clerks' Association, called the meeting to order at 12:43 p.m.

**NOMINATING COMMITTEE REPORT**

Denise MacAloney presented the slate of officers for the coming year.

Donna M. Hooper – President

Nancy M. Blackmer – 1<sup>st</sup> Vice President

Andrew Dowd – 2<sup>nd</sup> Vice President

Sandra J. Burgess – Secretary

Robert E. Cutler, Jr. – Treasurer

Executive Board Members – Terms to expire in 2014

Katherine T. Ingram - Longmeadow

Joseph F. Powers - Braintree

Lynn M. Sibley – Whately

No other nominations being made a motion was made and seconded to accept the slate of nominations. Motion was voted and carried.

**SECRETARY'S REPORT**

Minutes of the February 3, 2011 Sturbridge Business Meeting were approved.

**TREASURER'S REPORT**

Mr. Dowd advised the meeting that the association continues to carry too large a balance and that the goal is to continue working to reduce it. He reported that the Budget Committee voted to subsidize meals at all conferences for the coming year. Registration would remain current at \$25. A motion was made to approve the Treasurer's report and the motion carried unanimously.

**PRESIDENT'S REPORT**

Laurence Pizer, Chair of the Legislative Committee presented the Legislator of the Year Award to Representative "Vinny" DeMacedo.

Rep. DeMacedo thanked the clerks for the privilege of having this honor bestowed upon him twice. He said that he could not take all the credit; Mr. Pizer and the other members of the Legislative Committee are very active in the process and they go to whom they know will support them.

Rep. DeMacedo commented that when he understood what was going on with the vitals bill it just made sense to support it.

He said that he had come to learn that when there is any real conflict, or if it is not glamorous, things don't move. Rep. DeMacedo said that he likes to work behind the scenes and that despite political differences he feels we can work together and get things done. Rep. DeMacedo added that this needs to happen at the national level also and called for congressional delegations to come together.

Rep. DeMacedo said that he has also come to realize that the town clerks want nothing but to make sure there are fair and free elections and expressed his honor at receiving the Legislator of the Year award.

1<sup>st</sup> Vice President Donna Hooper expressed the association's appreciation for all the vendors at the conference and encouraged the clerks to take time to visit them.

Sixteen scholarship applicants were awarded funding to attend the last three conferences. Ms. Hooper said the \$2,000 budgeted for each conference has been sufficient to cover scholarship requests.

Additionally the MTCA has awarded scholarships for twelve people to attend NEMCI&A.

2<sup>nd</sup> Vice President Nancy Blackmer thanked the clerks for coming and bid them a good conference.

She announced that the management at Sea Crest was offering a raffle for a one night stay at the hotel for all clerks who checked out before 9:00 a.m. on Friday morning.

Ms. Eaton asked new clerks to come to the front and announce themselves.

The following clerks were recognized and given MTCA pins:

Carol St. Pierre – Cohasset

Lisa Turner – Hawley

Shawn Dooley – Norfolk

Elizabeth Greendale – Holliston

Patricia Cotton – Westhampton

Allison J. Ferreira – Middleborough

Jeanmarie Tarara – Holbrook

Katherine Zahn – Richmond

Denise Graffeo – Tewksbury

Valerie Fox - Lincoln

Ms. Eaton recognized Barrie Clough, Kathy Nagle and Nancy Morrison whose terms as Executive Board members expired this year.

Also recognized was Joyce Bradshaw whose term on the Executive Board expired in 2010.

Ms. Eaton thanked them all for their dedicated service to the Massachusetts Town Clerks Association.

#### LOBBYIST REPORT

MTCA lobbyist Steve Roche was joined by Ms. Michelle DiMesco who is also a registered lobbyist for the Massachusetts Town Clerk's Association. Ms. DiMesco reported that six bills have been filed on behalf of the association, four of which have been heard.

Mr. Roche recognized Joyce Bradshaw for having been such a great advocate for the legislative committee. He also recognized Rep. DeMacedo saying that he cannot thank him enough for all his work on behalf of the association. Mr. Roche said that Rep. DeMacedo is very modest but assured the association that he is indeed a very powerful individual at the legislature and that we are very fortunate to have him.

Mr. Roche reported that the Animal Control bill is back. The surcharges are still included in the language. This remains the only part of the bill that the Legislative Committee cannot support.

Mr. Roche was approached by an unnamed legislator who was looking for more information on the elimination of the check-out table and the cancellation device. He reminded the association that the Secretary of State remains strongly opposed to the bill.

The Election Laws Task Force is our mainstay and there have already been a number of hearings. Mr. Roche used prior attempts to introduce instant runoff voting and non-citizen voting, permanent registration, as reasons why the Election Laws Task Force is so critical in the process.

Mr. Roche said that every time we act on any of these bills they should be looked at in the proper context and viewed along with all other legislation that may be affected.

If House 3115 - Election Laws Task Force is successful then recognized stake holders would be invited to the table.

Mr. Roche encouraged clerks to read the bill and contact their state legislators to ask for their support.

Ms. Eaton introduced Ms. Michelle Tassinari from the Secretary of State's office, Elections Division, to give an update.

Ms. Tassinari reminded the clerks of their obligations and reviewed the re-precincting timeline for submitting materials to the LEDRC.

Ms. Tassinari also briefly discussed the upcoming hearing on Senate 296 – Permanent Voter Registration. This would require that the state match the voter registration database against the RMV and Post Office databases. We would be required to update our address information with whatever address they have and notify them.

The Elections Division has concerns regarding this bill and believes it could cause a lot of confusion as well as incurring expensive mailing costs.

Ms. Tassinari told the association that Kristen Green will be sending out e-mail regarding delivery of forms for the Presidential Primary, State Primary and State Election. Ms. Tassinari also alerted the clerks that the envelopes have changed due to the change in parties.

Letters will be going out to ward and town committee chairs notifying them of number of members they currently have, or number they elected last time, and informing them that if they want to change the number they need to notify the Secretary of the Commonwealth first. Monday August 1, 2011 is the deadline to notify the Secretary and nomination papers will be available August 2.

Ms. Tassinari reported that the biggest feature of the new VRIS release will allow for the input of new precinct information after all the new districts have been created.

The Secretary of State's office has been testing the system.

Ms. Tassinari reminded the clerks that they will have to notify all those affected by reprecincting. Clerks may insert something with their Annual Street Listing if they wish. She pointed out that the benefit of including the notification with the Annual Street Listing is that we can essentially notify all voters, even if

their precinct has not changed, for less money than just notifying those voters whose precincts have changed.

The LEDRC will hold their first hearing on June 11. After the clerk submits their package of precincting materials they will receive a letter notifying them of their hearing date. Ms. Tassinari said that representatives of the town are more than welcome to attend if they wish but there is no need to.

Ms. Tassinari advised the association that the Secretary of the Commonwealth has no intention of changing the date of the Presidential Primary.

When asked for an update on replacement of the Optech Eagle voting equipment Ms. Tassinari responded that no new equipment has been certified.

One of the problems is that none of the other states have group voting, as in the ward and town committees on the Presidential Primary ballot, so vendor proposals go through the federal approval without this component. In order to accommodate Massachusetts a change would have to be made to the software which requires a six month certification process never mind the software development time and in addition it is a very costly process for the vendor. A couple of vendors have asked the Secretary if he would certify "conditionally".

In response to a suggestion from a town clerk, Ms. Tassinari said legislation would be required to have group voting for ward and town committees removed from the ballot.

Chapter 52, Section 2 is the governing statute on the election of ward and town committees and it specifically states that members are elected at the Presidential Primary.

Ms. Eaton introduced Mr. David Paleologos.

Mr. Paleologos thanked the clerks on behalf of the whole mapping team; for the back and forth of draft maps, simulations and phone calls. He hopes we are happy with our maps; in some cases they had to deal with extenuating circumstances and thanked the clerks for persevering.

127 communities are scheduled for hearings beginning at 1:00 p.m. on June 11. Last time the LEDRC went through December; they are hoping for a much narrower time frame hopefully ending in July or August.

Mr. Paleologos asked those clerks who had not yet notified the Secretary of the Commonwealth's office of their vote date to meet with John Barr briefly to give him this information.

Ms. Eaton announced that the Legislative Committee would be meeting in the lobby at 4:30 this afternoon.

Ms. Nancy Butler will have a meeting for new clerks in the lobby if anyone is interested.

Ms. Eaton also reminded the association that raffle tickets were being sold and that the drawing would take place during the afternoon break.

Ms. Eaton thanked Carol Marple for printing the conference brochure; everyone on the Education Committee, Kaari Mai Tari for the registration program, Barbara LaBombard for registration and

certification, the Legislative Committee, Nancy Blackmer for conference organization, and Donna Hooper for working with vendors and scholarships.

The meeting adjourned at 1:47 p.m.



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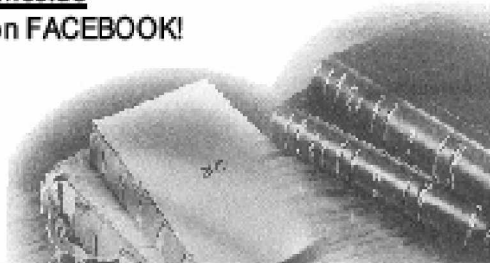


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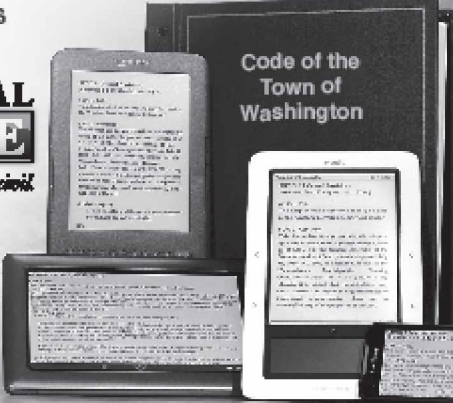
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***NEACTC***

November 16, 17 & 18, 2011  
Hilton Mystic  
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***MTCA WINTER CONFERENCE***

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# Newsletter of the MTCA

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