



# Massachusetts City & Town Clerk's Associations

**Bring you the Second Joint Winter Conference!**  
**At**  
**The Sturbridge Host Hotel & Conference Center**  
**January 27 – 29, 2010**

The Massachusetts Town Clerks' Association (MTCA) and the Massachusetts City Clerks' Association (MCCA) are pleased to present the second joint winter conference at the Sturbridge Host Hotel & Conference Center on January 27 – 29, 2010.

We have an exciting conference planned for you and hope you will plan to join us starting with our Wednesday afternoon program with everything you ever wanted, needed, or had to know about the new Ethics Legislation including Conflict of Interest, Online Training, Campaign Finance, and the Open Meeting Law; and surprising new changes and processes in marriage forms from RSVS, as well as a host of Thursday educational classes.

Please complete the required information and pay careful attention to the instructions.

- ✚ One conference registration page (FORM 1)**
- ✚ Wednesday dinner is on your own**
- ✚ One Commuter Meal page (FORM 2)**
- ✚ One hotel registration page (FORM 3).**
- ✚ Class Registration (FORM 4)**
- ✚ One Friday morning session with state officials for all.**

We look forward to seeing you at the Conference.

***Theodora K. Eaton, MMC***  
**MTCA President**

***Russ Malone,***  
**MCCA President**

## **Directions**

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

**MTCA/MCCA WINTER CONFERENCE AGENDA**  
**January 27, 28 & 29, 2010**

**Wednesday, January 27, 2010**

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

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

(Please RSVP [TownClerk@townoforange.gov](mailto:TownClerk@townoforange.gov) by January 15, 2010)

**1:15 PM – 1:45 PM** – Commuter Registration - MTCA/MCCA – *Foyer Outside Brookfield*

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

✚ **The New Ethics Legislation from Soup to Nuts - Ethics, Campaign Finance, & The Open Meeting Law – The new Rules and Regulations Defined** –with *David Gianotti, Mike Sullivan, Margaret Hurley, and Lauren Goldberg*

✚ **RVRS will provide New Materials & Instructions on surprising changes in marriage forms and processes – Who will administratively determine if a marriage is void and what is the new process for “Remarriage”?** with *Karin Barrett*

**4:30 PM** – MCCA Executive Board Meeting (to be announced)  
MTCA Committee Meetings (to be announced)

**7:00 PM** - Dinner on your own – MTCA/MCCA (information available at front desk)

**Thursday, January 28, 2010**

**7:00 – 9:00 AM** - Breakfast buffet – MTCA/MCCA - *Courtyard*

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

**9:00 AM – Noon** – Education Courses – MTCA/MCCA (see enclosed education page)

**Noon – 1:30 PM** - Luncheon –Thursday Business Lunch – Federal Census Update (speaker to be announced), Lobbyist Steve Roche on Legislative updates

**1:45 – 4:45 PM** - Education Courses – MTCA/MCCA (see enclosed education page)

**4:45 PM** – “FAST” Meeting – Nancy Butler – MTCA (location to be announced)  
Join your fellow clerks and other small towns for a group discussion  
“New Clerks” Meeting – Larry Pizer (location to be announced)

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

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

**Friday, January 29, 2010**

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

✚ **9:00 AM.** - *State Officials Updates* – *Stan Nyberg, Harry Petrucci, Dick Fleming +*

✚ **10:00 AM** *Bringing Civic Education to Life: A School –Community Partnership that works with Rene Lafayette. This presentation will provide the practical application of law that has resulted in stronger ties between the community and its high school.*

*Conference Adjourns*

**Mark Your Calendars & Join us at the Wequasset Inn, Chatham, MA**  
**June 2 – 4, 2010**

**VISIT THE VENDOR DISPLAYS - Abington**  
Wednesday Noon – Thursday PM

CONFERENCE REGISTRATION - FORM #1

FINAL CONFERENCE REGISTRATION *DEADLINE* -  
January 6, 2010

**Massachusetts Town and City Clerks' Associations' Winter Conference**  
**Sturbridge Host Hotel, MA January 27, 28, 29, 2010**

**>>>EVERYONE ATTENDING THE CONFERENCE MUST REGISTER<<<**

**PLEASE PRINT OR TYPE. COMPLETE A FORM FOR EACH PERSON ATTENDING**

**NAME:** \_\_\_\_\_ **CMMC CMC MMC** (Please circle)

**TITLE:** \_\_\_\_\_

\_\_\_\_\_ (Year you became Town/City Clerk)

\_\_\_\_\_ Elected/Appointed

**TOWN/CITY:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**ARRIVAL DATE:** \_\_\_\_\_ **DEPARTURE DATE:** \_\_\_\_\_

**YOUR COMMUNITY'S MTCA/MCCA DUES MUST BE PAID IN ORDER TO REGISTER**



**ADVANCE REGISTRATION (per person by Dec. 31st): \$25.00**

**Registration on conference day or after Dec. 31st \$50.00**

**DEADLINE FOR ALL REGISTRATIONS Jan. 6, 2010 -**

Please make all checks payable to the "Mass. Town Clerks' Association" and mail to:

**BARBARA LABOMBARD**

**50 Payson Ave., Ste. 100, Easthampton, MA 01027**

**Phone #: 413-529-1460**

**Fax #: 413-529-1417**

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COMMUTER'S MEAL PLAN - FORM #2

**>>FILL OUT ONLY IF YOU ARE ATTENDING THE  
CONFERENCE AS A COMMUTER<<and ARE NOT  
REGISTERED WITH THE HOTEL**

If you plan on commuting to the conference **AND** are not buying the hotel package with meals, you may purchase meals on an individual basis as specified below. Please mail this form with a check to the address below.

*Please complete for each person attending:*

Name: \_\_\_\_\_

Town: \_\_\_\_\_

Thursday Breakfast:	\$23.00	_____
Thursday Lunch:	\$24.00	_____
Thursday Banquet:	\$38.00	_____
Friday Breakfast:	\$23.00	_____
(Prices include tax & gratuity)		
Amount enclosed for commuter meals:		_____

**\*\* Mail check to address listed below**

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**BARBARA LABOMBARD**  
**50 Payson Ave., Ste. 100, Easthampton, MA 01027**  
**Phone #: 413-529-1460      Fax #: 413-529-1417**

MASSACHUSETTS CITY & TOWN CLERK'S ASSOCIATIONS

# HOTEL FORM #3

**January 27, 28, 29, 2010**  
**Sturbridge Host Hotel & Conference Center**  
**366 Main Street, Sturbridge, MA 01566**  
**Telephone 508-347-7393, 800-225-3110 Fax 508-347-3944**

CHECK IN TIME IS 4:00 P.M.

CHECK OUT TIME IS 11:00 A.M.

ONE NIGHT PLAN (A) WED ONLY

Single \$169.40 per person  
Double \$119.30 per person  
Triple \$102.94 per person  
Quad \$ 94.75 per person

ONE NIGHT PLAN (B) THURS ONLY

Single \$ 217.03 per person  
Double \$ 166.93 per person  
Triple \$ 150.57 per person  
Quad \$ 142.38 per person

TWO NIGHT PLAN (C)

Single \$ 339.55 per person  
Double \$ 239.35 per person  
Triple \$ 206.61 per person  
Quad \$ 189.25 per person

Additional \$ 109.00 per room is required for those wishing to stay for Tuesday, January 26, 2010.  
(MEALS NOT INCLUDED)

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

**January 6, 2010 – \$125.00 deposit - Use major credit card**

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

**PLEASE MAKE THAT NOTATION ON YOUR REGISTRATION FORM**

**Use one form per room**

<b><u>OCCUPANT #1</u></b>	Smoking: _____ Non-Smoking: _____
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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
No. of Beds: (Circle one) 1 or 2 Cot Needed: (Circle one) Yes or No No. of Occupants in room: \_\_\_\_  
Credit Card: (Circle one) AMEX VISA MC DISCOVER: \_\_\_\_\_ Check Enclosed: \$ \_\_\_\_\_  
Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Name as it appears on credit card: \_\_\_\_\_  
Signature: \_\_\_\_\_

<b><u>OCCUPANT #2</u></b>
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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
Credit Card: (Circle one) AMEX VISA MC DISCOVER : \_\_\_\_\_ Check Enclosed: \$ \_\_\_\_\_  
Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Name as it appears on credit card: \_\_\_\_\_

<b><u>OCCUPANT #3</u></b>
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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
Credit Card: (Circle one) AMEX VISA MC DISCOVER: \_\_\_\_\_ Check Enclosed: \$ \_\_\_\_\_  
Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Name as it appears on credit card: \_\_\_\_\_  
Signature: \_\_\_\_\_

<b><u>OCCUPANT #4</u></b>
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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
Credit Card: (Circle one) AMEX VISA MC DISCOVER: \_\_\_\_\_ Check Enclosed: \$ \_\_\_\_\_  
Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Name as it appears on credit card: \_\_\_\_\_  
Signature: \_\_\_\_\_

<b>EDUCATIONAL COURSE REGISTRATION FORM ONLY! – Form #4</b>
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**WINTER CONFERENCE – STURBRIDGE HOST HOTEL**  
**January 27, 28, & 29, 2010**

**EDUCATIONAL OFFERINGS**

**WEDNESDAY, January 27<sup>th</sup>**  
**1:30 P.M. – 4:30 P.M.**

**✚ The New Ethics Legislation from Soup to Nuts - Ethics, Campaign Finance, & The Open Meeting Law – The new Rules and Regulations Defined –**

*Presenters:* David Gianotti, Public Education & Communications Div. Chief, State Ethics Commission; Michael Sullivan, Director, Office of Campaign & Political Finance; Margaret Hurley, Assistant Attorney General, and Lauren Goldberg, Attorney, Kopelman & Paige.

**✚ RVRS To Provide New Materials & Instructions on Surprising Changes in Marriage Forms and Processes – Who will Administratively Determine if a marriage is void and what is the new process for “Remarriage”?**

*Presenter:* Karin Barrett, Assistant State Registrar

**THURSDAY, January 28<sup>th</sup>**  
**9:00 A.M. – 12:00 P.M.**

**✚ Changes to the Campaign Finance Law, Implementation and Steps to take if Reports are not Filed** *(CMMC Exam Credit Course)*

*Presenters:* Michael Sullivan, Director/OCPF; Jason Tait, Director of Communications & Public Education/OCPF

*Clerk’s Panel:* Laurence Pizer, Plymouth Town Clerk; Allison Brett Fall River City Clerk

Mike Sullivan and Jason Trait from the Office of Campaign and Political Finance will discuss the significant changes recently made to the campaign finance law, which impact candidates, PACs, ballot question committees, groups involved in elections, and others starting January 1, 2010. In the second half of the class, they will discuss how the state campaign finance law is applied at the local level, focusing on clerks’ responsibilities concerning the accurate and timely disclosure of campaign finance activity in his or her community. Also addressed will be the step by step procedures to take if reports are not filed when due. The clerk’s panel will offer some tips and procedures for campaign finance implementation. There will be ample time for questions and class discussion

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**THURSDAY A.M. CONTINUED**

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**Learn About the New Changes in the Conflict of Interest Law and How to Avoid Potential Conflicts** (CMMC Exam Credit Course)

**Presenter:** David Giannotti, Public Education & Communications Div Chief/  
MA State Ethics Commission

**Clerk's Panel:** Carol Marple, Sherborne Town Clerk; Anna Farrell, Fitchburg City Clerk

The goal of this class is to provide a basic understanding of the principles of the law and how to comply with them by discussing "real life" situations and conflicts that may arise on the job. Some topics covered will include restrictions on receiving gifts, outside employment, contracting with the city/town, acting on matters in which family members and business associates have a financial interest, and leaving municipal government to work for companies which have business with the same city/town. Also, recent changes to the conflict of interest law have been enacted, including mandatory training and education for all public employees. Learn about those new changes and the public records requirements in connection with the changes. The Clerk's Panel will offer some tips and procedures for implementation

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**Maximizing Your Memory** (class limited to 25 participants) (CMMC General Credit Course)

**Presenter:** Noreen C. Reilly, Reilly Training Resources, LLC

Discover ways to get your memory in peak condition. Learn how the memory functions inside the brain and the importance memory plays in everyday life. Develop strategies for improving and maximizing from brainpower. Explore ways to enhance your ability to remember: names and faces, where you put things, words, what you were doing or saying before you were interrupted. Be prepared to give your memory and your mind a workout – in a fun, relaxed environment.

**THURSDAY, January 28<sup>th</sup>**  
**1:30 P.M. - 4:30 P.M.**

**Successful Grant Writing** (class limited to 30 participants) (CMMC General Credit Course)

**Presenter:** Barbara Lilley, State Aid Coordinator, NY State Library/Div of Library Development

Grant writing can be intimidating even to experienced grant applicants. This class will demystify grant writing. Students will be asked to read and review two grant applications before the class and come prepared to discuss their assessment of the applications. We will also discuss finding the right grant program and provide tips on grant management.

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**THURSDAY P.M. CONTINUED**

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**Leadership Dialogues – “Leadership the Eleanor Roosevelt Way”**  
(CMMC General Credit Course)

**Presenter:** Linda Hutchenrider, Barnstable Town Clerk;  
Denise MacAloney, Westminster Town Clerk

Our Leadership Dialogue classes have looked at a number of men and women who have been leaders in various walks of life. “Leadership the Eleanor Roosevelt Way: by Robin Gerber will give you more of an insight on a woman who was not necessarily thought of as a leader, having been the wife of President Franklin D. Roosevelt – but you will discover that in many cases, she was equal to and at times a better leader with a definite style of her own. Read the book and join us in the discussion as we look for her leadership traits..

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**From Street List to Voter List – Are you Compliant?**  
*Also A Review of the New Veteran’s Legislation* (CMMC Exam Credit Course)

**Presenter:** Michelle Tassinari, Director/Legal Counsel, Elections Division

An overview of the requirements - from Street List to Voter List and how they pertain to the modules in VRIS. Are you compliant with your process of the annual street list, the inactivation of the voters, mailing confirmation notices, and deleting voters? Find out and bring any questions you might have on the process.

How do the provisions of the new Veteran’s and Service Members legislation (Chapter 132 of Acts of 2009) affect you? Relevant sections of this new law will be reviewed.

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**An Overview - The “New” Open Meeting Law and the Data Security Laws**  
(CMMC Exam Credit Course)

**Presenter:** Lauren F. Goldberg, Esq./Kopelman and Paige, P.C.

Significant amendments to the Open Meeting Law will go into effect on July 1, 2010. Learn about these changes from both legal and practical perspectives. Be prepared - some of what you have heard IS true! We’ll also discuss General Laws chapters 93H and 93I, the laws relative to data privacy protection enacted in the aftermath of several massive breaches of personal information by private corporations. In particular, we will discuss the application of these laws to municipalities and some “best practices” that may be utilized to bring your municipality into compliance.

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9:00 A.M. – 11:00 A.M.

 **STATE OFFICIALS UPDATES**

*Speakers:* Stanley Nyberg, MA DPH/Registry of Vital Records; Harry Petrucci, Elections; Dick Fleming, Associated Press

 **BRINGING CIVIC EDUCATION TO LIFE: A School –Community Partnership that works** with Rene Lafayette. This presentation will provide the practical application of law that has resulted in stronger ties between the community and its high school.

Conference Adjourns  
*Have a safe ride home!*