

New England Clerk



Newsletter of the New England Association of City & Town Clerks

Fall 2011

PRESIDENT'S MESSAGE

Hi Everyone – Today is Halloween and Mother Nature played her trick on Saturday here in Connecticut and many other areas of the Northeast. As I write this, there are 760,000+ homes still without power today in Connecticut and we have been warned that many in my state will not get their power back on for a week or more. I hope all of you are safe and sound.

Now, if we can look forward to some treats! The New England Conference is almost upon us; currently we have over 185 clerks and staff members attending. The conference will open up with greetings from our Lieutenant Governor Nancy Wyman and our guest speaker will be Annie Forts who will speak about ~~Down~~ UP Syndrome, following our guest speaker, our class will be "Fostering a Culture of Highly Engaged Employees" and then we will be bused to the Branford House to enjoy the President's Reception. Of course, there will be time to visit our vendors and support the Rhode Island Conference fundraising.

On Thursday, the morning will start with a light healthy breakfast and at 8:00 am a short program to showcase our vendors. Class will start at 9:00 am with either "Managing Stress, Juggling Multiple Priorities, Multi-Tasking" (sounds like every Town Clerk's Office I know) or "Influential Communication – Communicating with Impact". Then it is on to Lunch and the New England Annual Meeting, classes in the afternoon are: "Conquering 5 Temptations of a Leader" or "Emotional Intelligence". There will be breaks during the day so everyone will have time with the vendors and can support the Rhode Island Conference fundraising. Thursday night, the social hour will start at 6:00 pm and during that time the "Idlers" from the United States Coast Guard Academy will perform. The banquet will start at 7:00 pm and Connecticut Secretary of State, Denise Merrill, will swear in the new members of NEMCI&A, the new Executive Board and our new President, Peggy Long.

On Friday, we will be able to enjoy a full breakfast and then proceed into our class "Technology vs. Daily Human Existence." Since I am planning on staying Friday night, I will then take a nap before going out to dinner at one of the many wonderful restaurants in the Mystic Area.

Several of you will attend the Athenian Leadership on Saturday, which will be facilitated by on Connecticut's former Secretary of State, Pauline Kezer.

Some general information: each class is worth 1 CMC or 1 MMC point, everyone who attends all four classes will receive 4 points; dress is business dress on Wednesday and Thursday, the banquet is business dress/cocktail dress and Friday is casual; attached to the newsletter is a list of clerks and staff registered to attend the conference.

I want to thank everyone for the support I have received both from my fellow Connecticut clerks and my fellow members of NEACTC. This past year has been a great experience and I have been very proud to serve as NEACTC President. Best Wishes to our incoming President, Peggy Long, who I know will do a great job.

Sincerely,
Kate Wall, President

NEWS FROM THE MAINE TOWN & CITY CLERKS' ASSOCIATION
By Deanna Mosher Hallett, Hallowell City Clerk &
President MTCCA

Maine Town & City Clerks' Association (MTCCA) rolled out a new training DVD to our membership by video-taping training classes. A participating county association tested a training class by viewing the three DVD sessions at no fee but was required to give feedback on whether this was a viable format for offering training to the clerks. From positive feedback, training classes have been video taped and the DVDs are available at the county association levels to the clerks. Our goal is to bring on-going training opportunities to rural clerks around our vast State, including Maine's most remote areas.

Another new web-based training format was offered this year. Maine Municipal Association (MMA) partnered with MTCCA in creating a professional, secure web-based training, which breaks up a full day class into 5 separate modules. Participating clerks will pay the regular class fee, receive a user name and password from MMA and have up to 30 days to complete the modules. At the end of each module there are questions to be answered with proof of completion. Once the five modules are successfully completed, they can be submitted to MMA to receive an official certificate for certification credit. Thanks go to Jeri Holt at MMA who was a big help with this project, along with our past president and many of our most brilliant MTCCA clerks.

This year's "Clerk of the Year" is Twila Lycette, Clerk of Lisbon. She became a Certified Clerk in 1990 and continued thru her Lifetime Certification in 2009. Twila has served on the MTCCA Executive Board, many committees and has been the Chair to the Archive Advisory Board for many years. She also has attained the Master Municipal Clerk Certification from IIMC. Twila's commitment to her profession is admirable and I add my respect and admiration to this lovely lady.

This year's "Rookie of the Year" is Kathleen Butler, Clerk of Hope. Her co-workers said that she does not want any customer to leave the office with unfinished business. Her town administrator says that Kathleen's outstanding attitude, hard work and welcoming smile have made paying one's taxes or car registration a delight. The Town of Hope is very lucky to have such a dedicated clerk.

I am most proud to be the President of the MTCCA and of the work that we have accomplished over the last year. I am sure the coming year will be fully as rewarding, as we have a great team of very talented and creative clerks.

LISBON'S TWILA LYCETTE ME CLERK OF THE YEAR



TWILA LYCETTE, MMC, HONORED BY PEERS (Excerpted from the Times Record)

When Topsham Town Clerk Ruth Lyons demanded that Twila meet her right on time Wednesday morning to travel to the annual business meeting of the Maine Town and City Clerks Association — nothing raised suspicion. The two clerks often travel to association events together, and Lyons insisted she had to get there in time to swear in new association officers. Perfectly plausible.

Nor did Twila suspect anything was up when her husband informed her he'd take their two children to school that day. So, she was absolutely floored hours later when, in the room full of her peers gathered in the Elks Banquet and Convention center in Waterville, the announcer called her name as recipient of the 2011 Clerk of the Year Award. As she accepted her plaque and turned to leave the stage, her family — husband David and son Derick, 17, and daughter Allie, 13 — was there to cheer her, along with colleagues from the Lisbon town office, including the town manager and administrative assistant, recreation, finance, economic and community development, town engineer and public works directors, Town Councilor Gina Mason and Sen. Garrett Mason, R-Lisbon.

They had all squeezed together in a corner of the lobby to remain hidden from view until she stood up to receive the award.

While Twila keeps tabs on everything happening in Lisbon town government, she didn't know she'd been nominated as Maine's top municipal clerk for 2011. "I had no idea," she said Friday while sitting at her desk in the town office, the colorful and gigantic bouquet of roses her husband gave her Wednesday still vibrant from their position of honor on the desk corner nearest the hallway. On the other end was a card from her children with a message reading "Good job, Mom." "I was very, very surprised," she said, adding that she didn't know how co-workers and family kept it a secret.

Lycette takes pride in maintaining an organized office that mixes modern efficiencies with preservation of local traditions and records. The town office's "vault," is full of vital records spanning back to the 1800s.

A quick spin around the packed room with its high shelves, file boxes and hefty leather-bound books illustrates the magnitude of just one of a clerk's responsibilities. Some paper records must be kept permanently, others destroyed after six years. The clerk keeps track of boxes and boxes of town records, ensuring that all are clearly marked and properly stored.

Jody Durisko, the administrative assistant for Town Manager Steve Eldridge, used to work in the town clerk's office. She told Twila on Friday, "I think you'll be honored to know that some of the staff members," who attended Wednesday's awards ceremony, "don't realize how much you do."

"You're doing vitals (records), you're doing deaths (records), you're doing licenses, you're doing minutes — you're the record keeper for the town," Durisko said. While townspeople encounter Lycette most often during elections, ballot and polling place management represent a small but important component of the town clerk's responsibilities.

Durisko added that Lycette is one of only two clerks in the state who hold the International Master Municipal Clerk title. This group of master municipal clerks is recognized not just across the country but worldwide.

Town office staff nominated Lycette for the statewide honor in a July 18 letter to the association's awards committee. "We only did part of the process," Durisko said. "You were selected by your peers, and that says a lot."

"There are so many clerks in the state of Maine who are so deserving of the award," Twila said, "It is quite an honor."

NH NEWS
From 3rd Vice President Kelli Barnaby

NH New Officers

The New Officers for the New Hampshire City and Town Clerk's Association were sworn in by Secretary of State William Gardner on October 20, 2011. The Officers will serve for the 2011 – 2012 Year.

President	Tricia Piecuch, Nashua, NH
First Vice President	Diane Trippett, Merrimack, NH
Second Vice President	Becky Benvenuti, Newmarket, NH
Treasurer	Deb Cornett, Gilmanton, NH
Secretary	Jeanette Vinton, Mont Vernon, NH

The NHCTCA 86th Annual Conference was held October 19, 20 & 21, 2011 at the Red Jacket Mountain View Resort in North Conway, NH. The theme of the 2011 NH Conference is "Live, Laugh and Learn." Outgoing President Sue McKinnon stated that the conference is our opportunity to LIVE and LAUGH together for a few days and at the same time LEARN from each other.

Vital Records:

Steve Wurtz, State Registrar announced that NHVRIN 2 will be released in June 2012 starting with the 25 hospitals, 99 funeral directors, and the town/city clerks in the hospital municipalities. NHVRIN 2 will be rolled out in 2 phases – Births, Deaths and Financials will be in the first phase.

Elections:

New Hampshire has completed the purging of the checklist as required by law. Following the purge New Hampshire now has 765,979 registered voters.

The most anticipated news is the date for the Presidential Primary. Well I'm happy to report that Secretary of State William Gardner set the date today, November 2, 2011 at 11:00 a.m. [The Presidential Primary will be held in New Hampshire on Tuesday, January 10, 2012.](#)

NEMCI&A Information:

SAVE THE DATE: NEMCI&A will be held July 14, 2012 – July 20, 2012 at Plymouth State University.

NEMCI&A is pleased to announce that we will be providing an Alumni Academy Session in 2012. With the new Alumni Academy we have created an "Alumni" Polo Shirt. Be the first to order the new NEMCI&A "Alumni" Polo Shirts. The color is neutral (between beige and a gray tone) to appeal to everyone with a new logo for NEMCI Alumni in maroon. Attached is the order form with all the important details. These are only for graduates of NEMCI. Please support our newest fundraising project.

BRING MONEY!!!!

By 1st Vice-President Peggy Long

The Rhode Island Clerks will be holding five raffles at the Annual Conference in Mystic. We are looking forward to seeing everyone and having you spend lots of money on our raffles listed below which will help fund the NEACTC 2012 conference in Providence:

- Basket raffle**
- Patriot's tickets raffle**
- Biltmore stay with spa treatment raffle**
- Concert tickets raffle**
- Lottery tree**

VERMONT CELEBRATES 75 YEARS

By VMCTA President Sandra Pinsonault, CMC



The Vermont Municipal Clerks' and Treasurers' Association recently celebrated its 75th Anniversary at our Annual Meeting in September. IIMC President-elect Brenda Curtin joined us in this two day education packed conference. Donna Kelty; of Barre Town, received two awards; and was named Town Clerk of the Year and Town Treasurer of the Year. Congratulations to Donna! She is an outstanding Town Clerk & Treasurer and so deserving of these awards.

The 2012 Elections of Officers took place and Tammy Legacy of Roxbury was elected 1st Vice President; Lucrecia Wonsor of Killington was elected 2nd Vice President; Pattie Lewis of Fayston was elected Treasurer; and Georgette Wolf-Ludwig of Fairlee was elected Secretary.

Ron Higgins, Town Clerk/Treasurer of Woodford received both his Certified Vermont Clerk Designation and Certified Vermont Treasurer Designation. Both awards require extensive education and involvement within the Association.

As of this writing, it's been eight weeks since Tropical Storm Irene devastated the State of Vermont. Many towns were flooded and several Town Offices and records were destroyed. The restoration of buildings and the contents began immediately. Road Crews, State and Local did some amazingly quick repair work for those communities left stranded, and there is still a long ways to go in some areas. Communities came together and have proven that we are "Vermont Strong."

A HUGE thank you goes out to our surrounding New England States for all of your concerns and prayers. Keep us in your thoughts as the seasons change and prayers as we move forward into the holidays.

VMCTA ELECTS OFFICERS

The installation of officers was held at the Annual Meeting at the Lake Mowrey Resort in Fairlee, VT on September 19th and 20th. The following officers were elected:

President- Sandra Pinsonault, Dorset Town Clerk
1st VP- Tammy Legacy, Roxbury Town Clerk
2nd VP- Lucrecia Wonsor, Killington Town Clerk
Secretary- Georgette Wolf-Ludwig, Fairlee Town Clerk
Treasurer- Patti Lewis, Fayston Town Clerk/Treasurer
Auditor- Donna Kelty, Barre Town Clerk/Treasurer
Members at large- one year- Lucrecia Wonsor, Killington Town Clerk
Bobbi Brimblecombe, Marshfield Town Clerk/Treasurer
Members at large- two years- Tracy Borst, Thetford Town Clerk
Priscilla Aldrich, Town Clerk/Treasurer of Burke

CONNECTICUT NEWS

By CTCA President Joyce Mascena, CCTC, MMC

In addition to Connecticut's basic certification program for new town clerks (CCTC), the Connecticut Town Clerks Association (CTCA) has developed an advanced certification program which took effect on January 1, 2009 when travel was starting to be restricted due to the economy. There is a three year minimum requirement to accumulate qualifying points in advanced education coursework and professional and social contributions. This January will be the first opportunity for our CCTC clerks to apply for this advanced certification. This is a wonderful addition to our certification program and we look forward to the participation of our CCTC clerks in this new state-level program.

Connecticut is also forming a PRIA PREP Chapter in Connecticut. One of our former Presidents, Sandra Russo-Driska of Middletown, CT is the State Coordinator and the Government Sector Co-Chair. The other Co-Chair is selected from the private sector. The purpose of the Property Records Industry Association (PRIA) is to bring together the major participants in the property records industry, including public officials, associations and private concerns, to:

- Improve communication between industry stakeholders
- Facilitate recordation and access to public property records
- Formulate and disseminate model standards, systems and procedures
- Encourage adoption of model standards
- Track relevant proposed legislation to facilitate appropriate input
- Initiate and lead development of technical standards
- Preserve the integrity of public property records

The mission of the PREP Chapter is to provide a structure to improve local working relationships, open/enhance lines of communication and expand education opportunities for property records industry participants at the local level. The PREP chapter will be run through our already highly functioning County Association Meeting structure. We are in the organization stage at this point but look forward to be fully functional in the next six months or so. This is a very new and exciting program for CT and the northeast general. We look forward to our chapter being very instrumental in training our clerks and private sectors partners when eRecording is rolled out once the regulations and guidelines are completed and approved as well as dealing with a whole host of other state and local issues of common concern. www.pria.us

Connecticut has also recently joined another exciting organization, the National Association of County Recorders (NACRC). Our immediate past president, Joseph Camposeo from Manchester, CT, is on the Board of Directors. NACRC is a professional organization of elected and appointed county administrative officials, who network on a national level to share information and ideas. As an affiliate of the National Association of Counties (NACo), NACRC posts legislative updates on pending matters of national significance. And as an association of professionals facing similar challenges to modernize records and meet new election standards, they offer links to the leading vendors in multiple fields. NACRC Objectives are:

- To provide their members opportunities to exchange ideas and information on a national level concerning their offices.
- To provide continuing education, including the opportunity to become a Certified Public Official.
- To help keep abreast of the latest technologies.
- To have a stronger voice on Federal legislation affecting our offices.
- To help you when you need answers!

www.nacrc.org

Both association offer exciting, new options and possibilities to the clerks in our state.

BRATTLEBORO VT CLERK DETECTS GREEN CARD SCAM

Starting in mid-2005, Brattleboro Town Clerk Annette Cappy began to notice something out of the ordinary among a dozen or so couples who began arriving to obtain licenses. "They showed no signs of affection," Cappy said. "Often it was as if they didn't know each other." In some cases, Cappy recalled, the prospective brides and grooms didn't speak the same language.

Typically, one partner was Brazilian and here in this country illegally, and the other Puerto Rican and therefore, an American citizen. And they were accompanied by a middle-aged woman who knew the marriages would entitle the Brazilian brides and grooms to Green Cards and then status as "lawful permanent residents."

Because of her suspicions, she decided in September 2005 to alert USCIS's field office in St. Albans. Cappy wrote that while her office was accustomed to issuing marriage licenses to couples from out of state or even foreign countries, she said in her letter, "the recent rush of Brazilians eager to be married in Vermont seems to be quite an extraordinary coincidence and has caught our attention."

In addition, Cappy wrote that a woman named "Maria" often accompanied the couples, acting as their translator and guide in gaining the marriage licenses. She also included copies of the dozen permits she had already issued. Over the next three years, Cappy sent several more letters to the USCIS office -- keeping the immigration office updated on Knoller's continued stream of visits to the office.

Whether Cappy's letters or a request for an investigation that a former family friend says was made to the FBI office in Springfield, Mass., in 2007 triggered the probe into Knoller's activities could not be determined. Both Chuck Jackson, spokesman for the U.S. Office for Immigration and Customs Enforcement, and Dilorio-Sterling, spokeswoman for U.S. attorney's office in Boston, declined to say what sparked the Knoller criminal investigation.

One thing is certain -- that the subsequent interviews that the couples had with USCIS to complete their process for the granting of Green Cards continued without interruption. The only thing that stopped them -- in fact, Knoller's entire operation -- was a raid by federal agents at her house on George Frost road in Holyoke on June 5, 2008.

While Knoller, her daughter, Natalie, and second husband waited on the porch outside, the agents combed through the house looking for evidence of her business activities. In addition to the \$117,030, the agents took two computers, various documents and a plastic bag filled with 61 gold wedding bands from the residence.

Last February, two and a half years after the raid, Knoller appeared before U.S. District Judge Michael A. Ponsor in Springfield to plead guilty to the charges that she had operated an illegal marriage scheme to evade U.S. immigration laws. Knoller, who is now free on bail and working at a doughnut shop, is scheduled to appear before Judge Ponsor in October for sentencing. She faces up to 10 years in prison as well as forfeiture of her Holyoke home and two other rental properties she owns in Chicopee -- and deportation back to Brazil.

At her guilty plea in February, Assistant U.S. Attorney Kevin O'Regan told Ponsor that in addition to the cash and stash of wedding bands, federal agents also found a ledger that appeared to list more than 70 couples and the details of their nuptials.

"Ms. Knoller would instruct them what to wear, how to act -- and arrange for wedding photos to be taken" that they could then present to immigration officials. "This really was one-stop shopping for fraudulent marriages," O'Regan said.



INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS
REGION I

Fall Newsletter

Hi all,

Hope that you're all enjoying what's left of summer like weather.

I sincerely hope that all of you have survived the wrath of IRENE. It was an incredible experience.

I attended the NEMCI&A Graduation in Plymouth, NH at the Common Man. It was a wonderful ceremony. There were 20 graduating students. Connecticut had the following graduates: Debbie Aurelia of Newtown, Michele Grande of Redding, Carolyn Keily of Simsbury and Louisa Trakas of Plainfield. Massachusetts had : Gail Bernardo of Norfolk, Katherine Chretien of New Marlborough, Nicole Crispo of Quincy, Susan Funaiolo of Townsend, Mary-Ann O'Brien Nichols of Tewksbury, Ellen Robertson of Plainville and Marie Ryan of Great Barrington. Maine had: Diana Hill of Lincoln, Michelle Jackson of Gray and John Myers of Buxton.

New Hampshire had Sandi Allard of Lebanon and Becky Benvenuti of Newmarket. Vermont had: Alison Kaiser of Stowe and Donna Kinville of South Burlington. We should be very proud of all of them. Please encourage them to join IIMC and obtain their CMC status.

IIMC has a total membership of 9289 as of the end of July 2011. The United States has a membership total of 4507. Of that number- New York has 242 members, Massachusetts- 165, Connecticut -113, Rhode Island- 56, Vermont- 32, Maine- 29 and New Hampshire- 18. Canada has 230 members and International has 91 members.

Currently Certified Municipal Clerks in our Region is as follows:

Connecticut- 50, Maine- 19, Massachusetts- 92, New Hampshire- 10, New York- 89, Rhode Island- 30 and Vermont- 11.

Master Municipal Clerks in our Region:

Connecticut- 12

Maine- 05
Massachusetts- 21
New York- 17
Rhode Island- 3
Vermont-2

Please join me in welcoming new Region One members:

Susan Kelley of Duxbury, MA
Brenda McCann of Sturbridge, MA
Katie Palmer-House of Dover Plains, NY
Jennifer LaMora of Philadelphia, NY
Meredith DeSisto of Barrington, RI
Linda James of Barrington, RI
Laurent Lamothe of West Warwick, RI

New York City and Village Clerks invited me to their recent meeting in Syracuse, NY. It was wonderful to see everyone and give them a “pep talk” of IIMC.

The Board of Directors will have our mid-year meeting in Riverside, CA on November 10, 11 & 12th. We will be having board development, business meetings and the chance to visit IIMC Headquarters in Rancho Cucamonga. We will update you upon our return.

Please try to attend the IIMC Conference in Portland, Oregon in May. The Oregon Clerks have worked tirelessly to make this an outstanding conference. Bring along an empty suitcase as well. There’s no tax in Oregon!

Linda L. Spence, MMC/CVC
Manchester, VT Town Clerk
IIMC Region One Director

Save the Date!
March 14 - 16, 2012
Annual IIMC Region One Meeting
Albany, NY at the Desmond Americana



Spotlight on: Linda E. Hutchenrider, MMC

Town Clerk of Barnstable, MA - Chair of Board of Directors of New England Municipal Clerks' Institute & Academy, 2010-2011, held at Plymouth State University, Plymouth, NH.

How long have you been with the Institute?

We are the only Institute and Academy that is run totally by Clerks. There are two of us from each of the six New England States that form the Board of Directors. I have been on the Board for 4 years and was Chair this past year.



Why municipal government?

I love municipal government - have been in the Clerk's office since 1987. Every day is different and a challenge.

What are you doing at your Institute that is revolutionary?

We are looking to gather our former graduates into an alumni program for a ½ week. This half week will explore the new aspects of where the office of Town Clerk is going; it will take education to another level. At this economically strapped time, this will give the clerks with their CMC or MMC a program that is affordable, as well as educational. The office of the Town Clerk is rapidly evolving. Technology advances and the ever changing laws are redefining the way we do business. Plus bringing back the graduates to Plymouth State University will be a reunion of the spirit as well as an education of the mind.

What's your hometown?

My hometown is Barnstable, Massachusetts, where I am a Town Clerk. This is the largest town on Cape Cod. I was born here, raised here and work here. It is known for its beaches and quaint homes and roads. However, my town has tripled in size since I was young, so the quaintness is getting squeezed a bit.

What do you do to relax?

I love photography, I like to create calendars with my photographs and enjoy painting as well.

What was the last book you read?

I have enjoyed Mitch Albom's books like *The Five People You Meet in Heaven*. He gives you food for thought...like if you had one person who is now gone from your life and you could be with them - who would it be? What was the last movie you saw? - *Shrek III* (I have 12 grandchildren).

What is your philosophy on Education?

It is never too late to learn. There is always something new. We try to keep up with newer concepts, ideas, and at the same time keep the Institute constant with its core classes. Our Academy is forever changing to keep the students returning and keep the students challenged as well.

What brought you to IIMC?

A former Professor, Dr. Clyde McKee, always told us that we needed to give back. So when there was the opportunity to serve on the board, I knew it would be a lot of work; but at the same time, NEMCI&A had given me so much over the years...it was my turn to give back. I don't regret one moment of it. The board members work tirelessly to put together a quality educational experience and I am proud to have been a part of it.

What is your favorite band/singer?

Currently I love the singer Adele, she has a fantastic voice. As far as a band - I would have to go back in time to the Glen Gray Orchestra - my husband's Dad played clarinet in that listening to the big bands takes me to a time where I can picture our parents enjoying their youth.

If you get to meet any famous or historical person, who would it be? Where would you take them and what would you talk about?

I would like to have been able to meet Eleanor Roosevelt. She was a strong woman who I greatly admire. I would just like to dine with her and ask her about some of the highlights of her life as she represented and traveled for her husband.

Where do you see clerk education in the next 5 years?

I do see it changing because of the technological advances. What I am fearful of is the loss of records in the years to come. Right now most clerks have a strong emphasis on preservation of the paper document. If that same emphasis disappears into the world of technology; documents could be lost if not properly saved in an upward migration.

What tools of the trade will they need?

A sharp mind and a willingness to constantly change.

Do you have children? Pets? Can you describe your family in 5 words?

My husband and I have 5 children. A number of grand dogs and cats; but our love of vacationing prevents us from having our own at this time. Loving, laughing, smart, playful and happy.

What is your favorite quote?

I love Maya Angelou - with her "People will forget what you say, people will forget what you did, but they will never forget how you made them feel." We all need to remember that....

Well said Linda! Thank you for taking the time to talk to us!

You can find more information about the [New England Clerk's Institute](#) on the IIMC website.



I just wanted to thank everyone who came to NEMCI&A this summer!!! It was great to see so many new faces as well as familiar ones. Since I am off the board this month along with Wilma McDonald, and Patty Spruance, I also want to thank the Board of Directors and Faculty for their hard work and efforts. It was a very good year.

The evaluations were great and we appreciated the nice comments, and will also take into consideration the issues that were brought up as well. We do listen and try to do everything we can to make your experience as good as possible.

The Board and Faculty met on Saturday the 22nd of October in Portsmouth, NH to report on 2011 and brainstorm for next year. Kelli Barnaby will be chairing the 2012 NEMCI&A year, and along with all the great members of the Board of Directors will do a fantastic job of putting together this special week for you.

By starting early, hopefully the scholarship applications will be coming out in January or February along with the brochure. The faculty has some new ideas for classes and we are working on some more.

One new thing that is coming up I want to give you as a sneak peak. How many of you graduated from NEMCI? Whether it was Salve, St. Mike's or PSU – if you are a graduate, you are alumni. We are starting an alumni association and will be offering a half week of up to date classes on advancements in technology and laws pertaining to the Town Clerk. What a great way to bring your classmates back together for a mini reunion and update yourself at the same time! We also have a logo and I believe that golf shirts are going to be sold. You may see those available for pre-ordering as early as the NEACTC Conference in Connecticut.

So stay tuned and watch for updates!! NEMCI&A is growing and will be offering more for all of you. Thanks again, it's been an honor to serve on the board...hope to see more of you back at Plymouth State next summer!! I think I'll go to the Alumni Session!!!

Linda Hutchenrider, Outgoing Chairperson/NEMCI&A

NEMCI & A SCHOLARSHIPS AVAILABLE

The New England Municipal Clerks Institute & Academy will be held on the campus of Plymouth State University, in the heart New Hampshire's Lakes Region, July 14-20, 2012.

It is never too early to plan on attending, so mark your calendars. Anyone in need of financial assistance should consider applying for scholarships available through IIMC, before seeking aid from our state, local and regional groups. The following scholarships are available to IIMC members:

- [CMC \(Certified Municipal Clerk\) Scholarship](#)
- [MMC \(Master Municipal Clerk\) Scholarship](#)
- [IIMC Distance Learning Programs Scholarship](#)
- [State / Provincial / National Association Grant](#)

GRADUATES OF NEMCI
BE THE FIRST TO ORDER THE NEW NEMCI&A “ALUMNI” POLO SHIRTS!

We have picked a color we think is neutral to appeal to everyone. It is somewhere between a beige and a gray tone and will have a new logo for NEMCI Alumni in maroon.



NEMCI&A will be placing an order in **March** for above polo shirts with a Burgundy Alumni logo embroidered on the left chest. These are only for graduates of NEMCI – and we know you will wear them proudly. A new Alumni Session will be offered this summer of 2012 as well!!

The polo shirts are made of a cotton/poly blend that will be perfect to wear at NEMCI&A this summer!!!

- ✓ Three button placket provides a crisp face-framing effect complete with dyed-to-match buttons.
- ✓ Even bottom hem and double needle stitching.
- ✓ Sizes: S-5XL
- ✓ No charge for upsizing.

To order please fill out the form below, and mail it together with your check **PAYABLE TO: NEMCI&A (before March 15, 2012)** to: *Ann Quirk, Assistant Town Clerk, 367 Main St., Hyannis, MA 02601*. No orders taken without a check. Shirts will be available for pick-up at NEMCI&A in Plymouth, NH in July 2012. Make sure you pick the correct column for the size you want.

Thanks for supporting your association!!!

Polo Shirts are sized for Men and Women.

Size	Woman’s	Men’s	Amount
Small	_____	_____	@\$26.50 = \$ _____
Medium	_____	_____	@\$26.50 = \$ _____
Large	_____	_____	@\$26.50 = \$ _____
XL	_____	_____	@\$26.50 = \$ _____
2XL	_____	_____	@\$26.50 = \$ _____
3XL	_____	_____	@\$26.50 = \$ _____
4XL	_____	_____	@\$26.50 = \$ _____
5XL	_____	_____	@\$26.50 = \$ _____

Name: _____

Address: _____

Town: _____ State _____ Zip _____

Phone _____ Email address: _____

VERA A. MORRISON, MMC

Vera A. Morrison, Town Clerk of Hamden, CT, earned her MMC designation in August. The MMC is one of the two professional designations granted by IIMC. To qualify for entrance into the Master Municipal Clerk Academy (MMCA), which prepares participants for achieving the MMC status, one must have earned the CMC designation. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The designation also requires pertinent experience in a municipality. The program prepares the participants to meet the challenges of the complex role of the Municipal Clerk by providing them with quality education in partnership with 47 institutions of higher learning.

The MMCA is an advanced continuing education program that prepares participants to perform more complex municipal duties. The program has an extensive and rigorous educational component, a professional and social contributions component, and a commitment to lifelong learning. The Academy members must demonstrate that they have actively pursued educational and professional activities and have remained informed of current socio-political, cultural, and economic issues that affect local governments and municipalities.

CLERKS ACHIEVE CMC CERTIFICATION

Congratulations to the following Region I Municipal Clerks who recently achieved their CMC certifications from IIMC:

Dianne L. Ady, CMC - Town Clerk - Town of Smithfield, RI.

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

Patricia Piecuch, CMC - Deputy City Clerk - City of Nashua, NH.

Darlene Rich, CMC - Town Clerk - Town of Shelby, NY.

Sandra M. Wieleba, CMC - Town Clerk - Town of East Hampton, CT.

Edith Salisbury, CMC - Town Clerk - Town of Middlebury, CT.

The CMC designation program is designed to enhance the job performance of the Clerk in small and large municipalities. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The designation also requires pertinent experience in a municipality. The program prepares the participants to meet the challenges of the complex role of the municipal clerks by providing them with quality education in partnership with 47 institutions of higher learning. The program has been in existence since 1970 and has helped thousands of clerks in various municipalities.

Expired CMC Certificate?

Do you have an Expired CMC certificate? The Education Department will be happy to replace it for you, provided your membership is current. All you need to do is submit the [CMC Request For Replacement Certificate Form](#), and send it on in. Easy, right?

SEE PAGE 12 FOR IIMC SCHOLARSHIP INFORMATION - DON'T DELAY

RETIREMENTS

After 31 years of faithful service as Town Clerk/Tax Collector to the good people of Canterbury,NH, **CHERYL GORDON** retired and was feted at an open house at Town Hall on November 6.

Palmer MA Town Clerk Patricia Donovan retired last month after working for the Town for 33 years, 25 of them as Clerk. to spend more time with her newborn grandson. "I have a new life to begin as a grandmother," Donovan said.

"It has been an honor and distinct privilege to have served the citizens of Palmer for the past 33 years, 25 of which have been as elected town clerk. It is hard to believe that so much time has passed," Donovan wrote. "I am eager to start this new phase of my life. I will miss where I spent half my life," Donovan said.

Town Council President Paul E. Burns said Donovan has been an "incredibly dedicated public servant" and hopes she will continue to serve the town of Palmer in some capacity in the future. Assistant Town Clerk Susan M. Coache, who has worked with Donovan in the clerk's office for 14 years, said it will be adjustment not having her around. "We work well together. I will miss her," Coache said.

Patty will be sorely missed as the long-time Secretary of the NEACTC, leaving big shoes for her successor to fill.



Ruth C. O'Malley, a retired Palmer High School math teacher, talks to her former student, Town Clerk Patricia C. Donovan, at the Town Building .

WEST SPRINGFIELD Town Clerk Diane F. Foley retired Sept. 30 after 24 years on the job.

"It has truly been an honor to serve the people of this town," Foley said Wednesday during an interview in her office in the municipal building. "The people of the town are its most important resource. They do things for the community to make it better."

I wish to thank members of the Clerk's Association for their friendship and assistance over the years...we have come a long way! The courses offered and provided are well thought out. I encourage all new clerks to consider attending at least some of the courses offered-the information you receive will help you out with the day to day challenges you experience. Clerks are a special group of people who are concerned about their residents and truly care about the service they provide. They are very conscientious and caring individuals who work hard for their money And offer support to each other like family. I will always remember what we shared over the years and am grateful to have been part of the state's history.

Clyde's Words of Wisdom

"Let your reach extend beyond your grasp"

"Never, never rest until your good is better and your better is best"

"Don't let your school work get in the way of your education"

"Set your goals and have a daily agenda"

"Pay yourself first in life"

"Take care of the pennies and the dollars will take care of themselves"

"It is your civic responsibility to vote"

Fate

How oddly flow the streams of destined fate,
Which twine amongst our lives and draw us in.
We try to twist their course and operate
Our lives as if to sway the ways of men.

Sometimes we think we really do have power -
How faint its glow reflected in the past
But man without free will stagnates, cowers
When shown by truth the face of fate unmasked.

*Written by Clyde D. McKee Jr., January 3, 1951
Published in The 1951 Anthology of College Poetry*

The McKee Family would like to thank all of Clyde's colleagues, students, friends and family who supported him during his illness. Donations in his memory can be made to the Clyde D. McKee Jr. Memorial Fund at Trinity College, Development Office, 300 Summit Street, Hartford, CT 06106

A Celebration of the Life of Dr. Clyde D. McKee Jr.

December 4, 1929 – May 24, 2011



Trinity College Chapel
September 18, 2011, 1:00pm



Good afternoon. My name is Pattie McCoy, Town Clerk of Poultney, Vermont and I am proud to represent the New England Municipal Clerks' Institute, known as NEMCI, and honor the life of Dr. Clyde McKee.

NEMCI's Board is comprised of two Municipal Clerks from each of the New England states. Two things set NEMCI apart; one is that it is the only school run by Municipal Clerks for Municipal Clerks recognized by the International Institute of Municipal Clerks (IIMC), and two; we had Dr. Clyde McKee as a member of our faculty for thirty-four years. He was our longest tenured professor, coming back year after year, even though the accommodations were not the best, college dormitories without air conditioning!

Clyde taught us about government at the national, state and local levels. So, imagine this: it is your first day and you enter Dr. McKee's classroom, the most tenured professor, and his challenge to the class is to memorize the Preamble to the Constitution of the United States of America; by 8:00 am the next day! He was kidding, right? We were in class from 8 to 5, received homework from every class, and he expected us to memorize the Preamble? We all thought, "What have we gotten ourselves into?" Somehow; however, each class managed to devise a way of accomplishing this task in clever and comical ways, much to the delight of Dr. McKee.

There are hundreds of Municipal Clerks from throughout New England who have been inspired by Dr. McKee. There are Municipal Clerks who have copied the powerful words of the Preamble using calligraphy or needlepoint. Many Clerks have framed the Preamble and hang it proudly in their offices. As one Municipal Clerk said, "Clyde made me realize how very important the Constitution is to me, all of my residents and all of the American people".

It was not just the government classes that left an impression on us. Clyde taught us all about dyad and triad groups, Parliamentary Procedure, Critical Thinking and Problem Solving. He

stretched our minds to think outside the box when faced with a challenge. To this day, there are many Clerks who use his model to solve a problem.

Newport, Rhode Island, Colchester, Vermont and Plymouth, New Hampshire have been home to NEMCI. Clyde challenged us to find the connection between Plymouth, Massachusetts and Plymouth, New Hampshire. He challenged us to find the nine cities of Newport; so we dutifully walked Newport and found the Old Stone Tower, built by either the Norsemen in 1000AD, Benedict Arnold or aliens, or so Clyde told us!

Clyde compared students to lobsters. In order to grow, a lobster must shed its hard, outer shell and replace it with a softer shell, allowing for further growth. Thus was born the Lobster Award, an award given each year to the student who has shed their hard outer shell and grown both personally and professionally throughout their three years at NEMCI.

We were challenged to compile a Life Agenda List of places to go or things to do during our lifetime. Clyde would tell us about his own Life Agenda List; the Blue Grotto on the island of Capri and golfing at the world's most famous golf courses.

Clyde was very interested in the student, not only academically, but personally. He was genuinely interested in hearing about your Life Agenda List. He was interested in what was going on in your community. He remembered your stories; years later. Clyde would often start a sentence by saying, "So tell me....."

Dr. McKee was NEMCI's oral historian. For thirty-four years he would tell us about the importance of the city of Newport and its nine cities, the Lobster Award, the important role we play in municipal government, the uniqueness of NEMCI and why we should give back to the Institute that gave so much to us.

Clyde was such an integral part of our Institute. He has been the strong, continuous thread in the tapestry we call NEMCI. He wove us together from the beginning and will always be an important part of our Institute. From our very first days as students, Clyde instilled in us the importance of giving back. When asked, we needed to step up and give back, to weave our thread into the tapestry. Like the lobster, NEMCI continues to grow and evolve, each new thread changing the picture and adding to the magnificent tapestry. But one thread binds us and makes us strong. Dr. Clyde McKee's thread.

We thank the family of Dr. McKee for sharing him with us one week every summer. We mourn your loss, and ours; however we are thankful for having known Clyde. He has made us smarter, stronger and wiser Municipal Clerks, and for that, we are forever grateful. We hope you take comfort in the fact that Dr. Clyde McKee's legacy lives on at NEMCI, and will for many, many years to come.

*We the People,
of the United States, in order to form a more perfect Union,
establish Justice, insure domestic Tranquility, provide for the
common defence, promote the general Welfare, and secure the
Blessings of Liberty to ourselves and our Posterity, do ordain and
establish this Constitution for the United States of America.*

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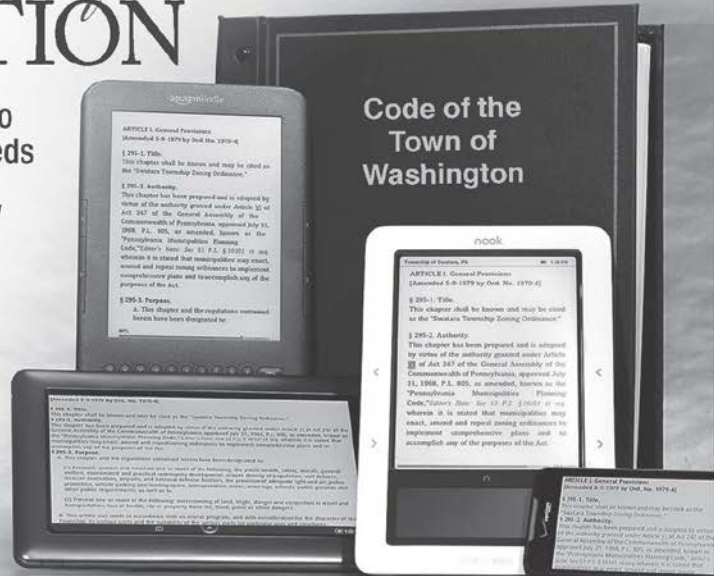
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AFFAIRS TO REMEMBER

NEACTC 44TH ANNUAL CONFERENCE

November 16-18, 2011
Hilton Hotel, Mystic, CT

IIMC REGION I ANNUAL MEETING

March 14-16, 2012
Desmond Americana, Albany, NY

IIMC ANNUAL CONFERENCE

May 20 - May 24, 2012
Portland, Oregon

NEW ENGLAND MUNICIPAL CLERKS' INSTITUTE & ACADEMY

July 14 – 20, 2012
Plymouth, NH State University

NEACTC 45TH ANNUAL CONFERENCE

November 14 – 16, 2012
The Biltmore, Providence, RI



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LETTER FROM THE EDITOR

My Dear Fellow Clerks,

Retirement is less than two years away, and already, the panic is setting in. What exactly do you do when you have nothing to do? My husband has embarked on a second career as a legal analyst, i.e. sitting in the recliner watching the Michael Jackson trial all day, so he can give me the highlights when I get home from work. Unfortunately, I do not care about the Michael Jackson trial.

Many of my co-workers at Town Hall retired, only to come back the following week reborn as part-time employees. I can't do that, because I am very critical of this practice, feeling that when you go, you go. I have shot my mouth off about this so often that I couldn't return even if I wanted to. Although I may end up living under a bridge and pushing my belongings around in a shopping cart, I would rather do that than be the seventy-five year old clerk in the Assessors' Office, with apologies to the seventy-five year old clerk who is already employed there, working part-time after retiring fifteen years ago.

So what does a retiree do? My family says, "Be a consultant." In theory, this is a grand idea. In real life, however, would you seriously consult with me about anything other than how to make a truly great margarita? I vote no.

Friends say, "You can go to Florida for the winter." I could, but why would I want to? I don't think I'm quite old enough for that yet, I believe seventy is the cutoff date for that option. I like to hear about other people doing it, but after a week or ten days, I go batty being away from home.

Another idea often broached: Get a mindless job being a greeter at Walmart. Sadly, if I can't be nice to stupid people at my current rate of pay, how nice will I be to them while making, say, eight bucks an hour and wearing one of those fetching blue bib things with pins with stupid sayings all over them? No way, Jose.

I am officially fresh out of ideas.

And so, I turn to you, my fellow clerks and ask, what will YOU do when you have nothing to do? All suggestions will be gratefully accepted. The countdown has begun....until next time, Wilma

New England Clerk

Newsletter of the NEACTC

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NEACTC 45th ANNUAL CONFERENCE – November 16-18, 2011, Hilton Hotel, Mystic CT

Visit our website: www.newenglandclerks.org