

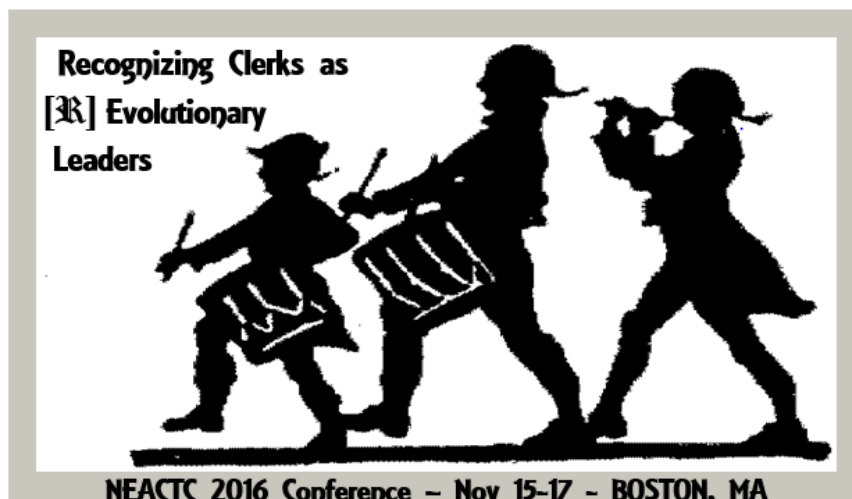
# New England Clerk



Newsletter of the New England Association of City & Town Clerks

Winter 2016

**MESSAGE FROM THE NEACTC PRESIDENT  
ROBERT E. CUTLER, JR., CMC/CMMC  
Town Clerk of Foxborough, MA**



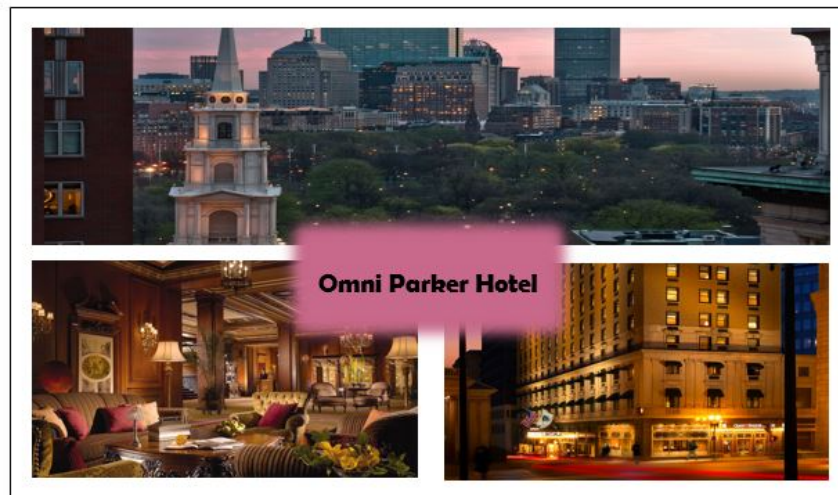
I hope everyone has been surviving this winter season. This winter has been anything but typical. We have experienced a wide variety of weather conditions with very unseasonably warm days to the most frigid temperatures not seen in this area for a long time. I have appreciated the warm days and the chance to play a little winter golf, the day after Christmas and into January. It certainly has been a roller coaster ride for everyone in New England.

The weather reminds me a little bit of the current election cycle. We have seen some interesting debate moments in both the Democratic and Republican races. We have also seen a little bit of everything with all of the candidates racing across the country stumping for every vote. Both races are heating up and it has made for some interesting theater even for the casual political observer. I cannot remember when we have seen such a large number of different candidates. When have we seen political “outsiders” such as Donald Trump and Bernie Sanders dominate the polls and the headlines?

All of this attention on the political stage has made our job all the more interesting and all the more important. The media coverage is extensive. The eyes of the nation are on the polling places. It has been interesting to witness how elections are handled from the caucuses in Iowa and the primary in New Hampshire. Our role as the impartial overseers of the polling place is front and center in the public eye. It is all the more important that we handle ourselves as true professionals. All of the training and education that we undertake is for moments like this.

Our associations have worked hard to raise awareness that the role of the clerk is a true professional calling. It is a calling that has brought us all together from different walks of life. We come to this position with different skill sets. But what makes our membership such a great group of people is our commitment to our communities and its residents. It shows even more in our commitment to each other. It is that commitment and pride in our community that shows through while we are preparing for big elections like these. The true test of our commitment shows through when we work through any number of issues during Election Day and culminates when we push the button to certify the election results. Good luck to all during this election season and may the winners win big!

## DETAILS COMING SOON!





## MASSACHUSETTS NEWS

### Robert E. Cutler, Jr. CMC/CMMC & Andy Dowd, MA President

The Massachusetts Town Clerks' Association (MTCA) and the Massachusetts City Clerks' Association (MCCA) held a joint conference February 3<sup>rd</sup> through February 5<sup>th</sup>. The conference was held at the Devens Common Center in Devens, Massachusetts. The conference drew 265 attendees along with approximately 25 vendors. It was one of the most well attended winter conferences in recent memory. The conference was started with a session on Safety in the Municipal workplace which was presented by Jeremy Gillis, CMMC/MMC, Easton Town Clerk and First Vice President of the MTCA. Thursday's session included presentations on the By-law Submissions with the AG's Office, Presidential Primary Elections, Vital Records and an Athenian Dialogue.

The highlight of the conference was the appearance of Lt. Governor, Karyn Polito, who spoke at the business luncheon. Lt. Governor Polito spoke to the attendees about the work the Governor's office is doing to partner with municipalities, including Community Compacts. The Governor is hoping that Community Compacts will help to nurture working relationships between the Commonwealth and communities that will promote standards and accountability for the state and municipal government and will provide better government for the citizens of the Commonwealth. Andrew Dowd (Northborough), president of the MTCA and Lisa Thomas (Marlborough), president of the MCCA (pictured below with Lt. Governor Polito) had previously met with the Lt. Governor to discuss a variety of issues that were important to municipalities in general and clerks' offices more particularly.



Lt. Governor Polito indicated that a lot of the issues being addressed by the Commonwealth resulted from her conversation with the two presidents. The speech was well received by

the attendees and her attendance at the conference was important to highlight the efforts by the Governor's office to work closely with municipalities.



Lt. Governor Polito pictured with the MTCA Officers

Congratulations go out to the following town clerks: Jennifer L. Christy, Chilmark, Laura J. Torti, Spencer, Christina J. St. Pierre, Essex, and Carol L. St. Pierre, Cohasset who were awarded their Certified Massachusetts Municipal Clerk (CMMC) designation at the Winter Conference. The following clerks were also awarded their CMMC recertifications at the Annual Conference.

**1<sup>st</sup> CMMC recertification:**

Ellen M. Robertson, Plainville  
Katherine T. Ingram, Longmeadow

**2<sup>nd</sup> CMMC recertification:**

Pamela Z. Carakatsane, Ipswich  
Madaline I. Bonadies, Southbridge

**3<sup>rd</sup> CMMC recertification:**

Carole B. Marple, Sherborn  
Nancy E. Burnham, Athol  
Susan G. Hazen, Rowley

# CONNECTICUT NEWS

Betsy P. Browne, CMC, MCTC, 1<sup>st</sup> VP & Patty Strauss, CMC, CTCA President



18 new city & town clerks attended a workshop hosted by the CTCA with reps from the various State agencies that we interact with. Lunch was held at the State Armory. Special thanks to Kelly Bilodeau, Hartford Asst. Town Clerk for assisting with the planning of this very successful day.



Congratulations to Antoinette “Chic” Spinelli, Waterbury Town Clerk who earned the prestigious MMC designation!

Susan Pawluk Fairfield County VP discusses ideas for the upcoming spring CTCA conference with her fellow host clerks at their winter meeting.



## NEWS FROM LITTLE RHODY

**Leigh A. Botello, CMC, RICMC, Town Clerk, East Greenwich, RI, & 2nd Vice President**



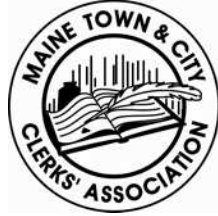
### CROCUSES AND ICICLES

What an odd sight, to see such a thing! Is it the middle of winter or the beginning of spring? Little green stalks have popped through the ground; shadowed by icicles three inches around! The lore of the groundhog remains steadfast; an early spring the forecast as no shadow was cast.

The Rhode Island Town and City Clerk's Association (RITCCA) held their quarterly meeting on January 22<sup>nd</sup> at Newport Vineyards – Brix Restaurant in Middletown. We were welcomed by Town Clerk Wendy Marshall and Robert “Rocky” Kempenaar, II, Town Council Vice President. The educational session was a presentation by Dr. Arlene Nicholas, Associate Professor at Salve Regina University, on Job Evaluations. The session focused on understanding the benefits of a job review so managers can better prepare for and execute employee evaluations. Do's and don'ts were discussed as well as how to motivate employees and how to correct any inadequacies for their own benefit and that of the organization. Of particular interest was the “Cheeseburger Approach to Deliver Bad News”. Picture a delicious cheeseburger (mmm!) – starting with the top bun you would give the employee some background information, not an excuse, keeping it positive and neutral; the cheese is next and this where you would give reasons to help the employee see the situation from your point of view; next is the meat or the bad news which should be delivered clear and firm keeping it brief and low-key; and the bottom bun represents a goodwill gesture and perhaps a potential solution to the problem.

During our business meeting, we discussed some new legislation that was introduced at the General Assembly. The Association was opposed to three bills in particular which were Audio and Video Recordings of municipal meetings (H7238), Conduct of Elections (H7249) and In-person Early Voting (H7248). An affirmative vote was taken and Secretary Nelson drafted and sent letters of opposition to the Committee Chairs on behalf of the Association. Rob Rock, Director of the Board of Elections, gave an update on the in-person early voting bill, new voting equipment and e-poll books. He also introduced a new texting tool to help registered voters find their polling place by texting “VOTE” to 468683. The reply is the address to your polling location. Probate Judge Cristine McBurney provided an update on the revision of probate forms at the State level. The Association was presented with a list of suggested amendments to their by-laws which included but was not limited to the addition of the names and charges of Special Committees. These will be reviewed again in April and voted on in June at the annual meeting. At the close of the meeting, Kimball Brace, President of Election Data Services, advised that he will be meeting with all cities and towns to review new developments as it relates to geographic boundaries in preparation for the 2020 census. The Conference Committee met briefly to discuss the next fundraiser, a theme and entertainment! Our next quarterly meeting in April brings us back to Newport where the 2018 NEACTC Annual Conference will be held!!!

**Twila Lycette, CCM/CMC/MMC  
Lisbon Town Clerk  
President, Maine Town & City Clerk Association**



We hope everyone is doing well this time of year. Election work is keeping all of us very busy in Maine. With seven (7) different petitions circulating, a lot of work went into logging and verifying all those signatures on time.

Our Legislative Policy Committee is working very hard addressing legislation to allow Maine Clerks the choice to process absentee ballots on Friday and or Saturday in addition to the already approved Monday before Election Day since that Monday prior to Election Day we are extremely busy with other election related duties. We are in good hands though with the help of Kathy Montejo, City Clerk in Lewiston, chairing this group.

In other news, Maine is planning to help promote NEACTC by distributing New England's brochures at our MTCCA workshops this year, thanks to the help of Tammy O'Donnell from Cumberland. Plus, our On-Demand Training team headed up by Patti Dubois, City Clerk in Waterville, is looking forward to producing what we call "snip it trainings" designed to give clerks short instructional videos for small specific tasks, unlike the already developed on-line workshop trainings. Exciting new territory for us to consider.

The State Archives Advisory Board has taken on the task of working with Maine Clerks this year to create better definitions for schedules in the Maine Rules for Disposition of Local Government Records. Hats off to Lisa Goodwin, City Clerk in Bangor and Elizabeth Bullen, Deputy Clerk in Gray for volunteering to help. A lot of us are finding it hard to find the space needed to retain the ever increasing boxes of local government records so better definitions will allow us to better define which records must be retained permanently or disposed of. Some towns in Maine are, also, looking at digitizing records for better access.

We all enjoyed November's annual NEACTC Conference last fall at Woodstock! Thanks again for the superhero effort put into that event and wonderful educational opportunities!

We have had a mild winter in Maine this year. Here's to effortless Caucuses and Primary Elections!

Warmest regards,

**Twila**



# New Hampshire City & Town Clerks' Association

With the winter weather that mostly was not winter weather, the City and Town Clerks have weathered the storm that was the First in the Nation Primary. We at the City and town level worked along with the Secretary of State's office to make sure that the new process that included the election officials to take pictures of anyone who did not have proper ID with them, to be photographed at the polling place a smooth process for those high percentages that came to vote that day.

The Executive Board has been meeting along with the six regions to ready for the Regional meetings where we meet to learn about any new processes and reconnect with our sister clerks. The meetings will be held across the state during this coming spring.

Many Towns are preparing for their local elections and town meetings to take place the second week in March which usually makes for many New Town clerks that need to be educated with our yearly New Clerk's workshop that will take place the

We are very excited to announce that the following clerks have received their CMC status issued from IIMC program.

Jane Cypher – Hampton  
Michele Courser – Warner  
Andrea Kohler – Exeter  
Raymah Simpson – Bristol  
Kim Kerekes – Barrington

Also included in congratulations for reaching her MMC

Kelli Barnaby – Portsmouth

Respectfully

Kerri A Parker – NH President  
NH City and Town's Clerk's Association





By: Lucrecia Wonsor, CMC, CVC  
VMCTA President

What a strange winter this is! Mother Nature cannot seem to make up her mind. Those that love the warmer temps are certainly not minding the lack of cold and snow. But the swaying back and forth between record warm and record cold I find is harder to adjust to. Hopefully winter will not decide to come in March and stay until June!

2016 is shaping up to be a very busy and active election year for Vermont, starting with Town Meeting and the Presidential Primary on March 1<sup>st</sup> also known as Super Tuesday. With both parties looking to nominate a Presidential candidate for the November election, voters are focused on the Primaries and Caucuses around the country and voter participation is expected to reach record numbers. The Vermont Secretary of State's Office rolled out a new Elections Management System in October, 2015. The new system allows Clerks to register and maintain voter data, maintain polling location information, issue and track absentee ballots, submit election night results to the Secretary of State, as well as electronically submit our Official Return of Votes the next day. In the past, Clerks have had to use 3 different systems to accomplish these tasks and the Official Return of Votes had to be express mailed the next day by noon. The new system also allows voters to set up a My Voter Page making it easier to update personal information and request and track Absentee Ballots. The Secretary of State provided several extensive user trainings around the State last summer and fall and has accommodated requests for smaller refresher trainings in these weeks leading up to the March 1<sup>st</sup> election. As hectic as this election will be, the new system should help ease some of the stress.

The 2016 Legislative Session is also shaping up to be an active one and the VMCTA Legislative Committee is working hard tracking and testifying on several new bills affecting Clerks and Treasurers.

The Education & Certification Committee is hard at work putting together Spring Trainings for new (and not so new) Clerks and Treasurers. These trainings will be again be held in Hartland (April 21st) and Barre City (May 4th) more information can be found at [www.vmcta.org](http://www.vmcta.org).

Congratulations to Kimberly Moulton, Clerk/Treasurer of Hyde Park on earning the prestigious Certified Municipal Clerk (CMC) designation from IIMC. We are so proud of Kim's accomplishment.

Good luck to all the Vermont Clerks and Treasurers up for re-election. Think spring!



# International Institute of Municipal Clerks Region One News

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



**Dear New England Clerks,**

**Greetings on Behalf of IIMC!**

Here are a few reminders:



### Region One Annual Meeting

- It's not too late to register for our Athenian Dialogue on Wed., March 9, our Annual Meeting on Thurs., March 10 and our Education Session on Fri., March 11, all held at the beautiful Avon Old Farms Hotel in Avon, Connecticut.
- If you need a registration packet – email Carol: [carol\\_anderson@torringtonct.org](mailto:carol_anderson@torringtonct.org)

**Come and join us – you'll be glad you did!**



### Region Director Challenge Ends March 1st

We need more NEW MEMBERS to win the Region Director Challenge and earn additional conference registrations! Canada is currently in the lead and is beating us out!

**Can you help?** Is there anyone you know who would like to become a member of IIMC? Do you know any Clerks who are thinking of going for their CMC? Should your Deputy or Assistant Clerk become certified? If so, please help us increase our Region One membership (and win this Challenge) by **using the application form with my name on it**, which follows this article.



### 2016 IIMC Annual Conference: Omaha, NE

It looks like the 2016 IIMC Annual Conference, from May 22 to May 25 will be well worth the trip. The conference theme is “**Investing in Education.**” Our Keynote topics will be humorous and meaningful. The concurrent education sessions will run the gamut from “Ditching the Cookie Cutter Mentality” to “Parliamentary Procedures.” The opportunities to network with hundreds of Clerks from all over the USA and more than nine countries will open your eyes to all this amazing organization has to offer. And the fun never ends at an IIMC Conference! If you have any questions about an IIMC Conference, call or email Julie or me.



### It's Not Too Late to Apply!

**Scholarship Applications to attend an Institute for your CMC or MMC are available now on the IIMC website, under the Education tab.**

Be sure to let us know if you have any concerns regarding IIMC or if there's anything we can help you with.

**Hope to SEE YOU soon,**

**Carol and Julie**

Carol Anderson, CMC, MCTC  
IIMC Region One Director  
Asst. City Clerk  
Torrington, CT  
Phone: (860) 489-2239  
Email: [carol\\_anderson@torringtonct.org](mailto:carol_anderson@torringtonct.org)

Julie Coelho, CMC  
IIMC Region One Director  
Town Clerk  
Warren, RI  
Phone: (401) 245-7340, ext. 4  
Email: [jcoelho@townofwarren-ri.gov](mailto:jcoelho@townofwarren-ri.gov)



REGION DIRECTOR MEMBERSHIP CHALLENGE
MEMBERSHIP APPLICATION

International Institute of Municipal Clerks
8331 Utica Ave., #200 • Rancho Cucamonga, CA 91730 • (909/944-4162) • FAX (909/944-8545)
PLEASE COMPLETE ENTIRE FORM PRIOR TO RETURNING TO IIMC
DEADLINE: Through March 1, 2016

Mr. Ms. Name Title
Municipality (city/village/town) Municipal Pop. Municipality Website
Mailing Address Shipping Address
Municipality State/Province ZIP/Postal Code
Business Phone ( ) FAX ( ) Country
Work E-mail Home E-mail
Home Address Cell Phone ( )
City State/Province ZIP/Postal Code
I was previously an IIMC member in: (Municipality) (State/Province)
Enclosed is CHECK for \$ (payable in U.S. Funds to IIMC) Signature Date
AE/VISA/MC# Exp. date Signature Total amount charged
I hereby swear & affirm I am eligible for the membership classification of (insert member type)
Signature Date
Region Director's Name: Carol Anderson Date:
State/Province Connecticut

MEMBERSHIP DEFINITIONS

BD15-16

FULL MEMBER

Full members are Municipal Clerks, City Secretaries, Recorders, Legislative Administrators and Directors of Corporate Services and/or an individual who serves a Legislative Government Body (LGB) in an administrative capacity with management responsibilities and whose duties include four of the following: • General Management • Records Management • Elections • Meeting Administration • Management of by-laws, Articles of Incorporation, ordinances or other legal instruments • Human Resources Management • Financial Management • Custody of the official seal and execution of official documents.

ADDITIONAL FULL MEMBER

Additional Full Members are fully qualified members from the same organization. This would essentially be Deputy Clerks within the same City, but could be other individuals provided they would qualify under the definition of Full Member. A city must have one Full Member before they would be eligible to have Additional Full Members.

ASSOCIATE MEMBER

Associate Members are individuals serving a legislative body in a capacity not previously defined. In other words if someone serving a legislative body does not qualify for Full Membership they would be able to join as an Associate Member. Associate members have the right to vote, BUT CANNOT hold office or obtain certification, but they can take advantage of education programs and should they eventually assume the job of Clerk or Deputy, they could then apply for certification. A Full Member who is in transition (between jobs) would automatically become an Associate Member until they reassume the position of Clerk. Associate members would also pay a lower fee.

ANNUAL DUES

Table with 1 column: Full Member Population
• up to 20,000 -- \$155
• 20,001 to 200,000 -- \$195
• Over 200,001 -- \$255
• Outside North America -- \$50

Table with 1 column:
• Additional Full Member \$95
• Associate Member \$95
• Retired \$25
• Overseas Associate Member \$50



**SAVE THE DATE: JULY 9 – 15**

**DETAILS COMING SOON**

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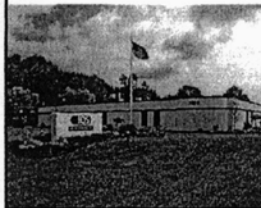


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## **New England Clerk**

Newsletter of the NEACTC

Betsy P. Browne, Editor

611 Old Post Road

Fairfield, CT 06824

[townclerkbetsybrowne@outlook.com](mailto:townclerkbetsybrowne@outlook.com)



**NEACTC ANNUAL CONFERENCE**

**NOVEMBER 15 – 17, 2016**

**OMNI PARKER HOUSE – BOSTON, MA**

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