From the President, Andrew T. Dowd

Thanks to all involved for making our February conference such a huge success! We had a record number of attendees who enjoyed some fantastic education sessions.

Best of luck to all of you on March 1st! I expect this will be one of the busier Presidential Primaries in recent memory. After months of planning and preparation the day will go by in a flash. When the polls are closed, the results tallied and posted, take a minute to pat yourself on the back and be proud of the good job you did making another successful election happen.

Thanks,

Andy –

Andrew T. Dowd,
MTCA President 2015-2017

It was an honor to have Lt. Governor Karyn Polito speak to us during lunch on Thursday. Both Karyn and Governor Baker benefit from having served as selectmen early in their political careers. They understand, very well, the important job we have, and the vital direct connection we have with our residents.
Congratulations to all for a successful conference at Devens. Kudos in particular to Association President Andy Dowd for successfully securing our Lieutenant Governor, Karen Polito to be the featured speaker at Thursday’s luncheon. A dynamic speech, Lieutenant Governor Polito wasted no time in congratulating Clerks on the critical job you do and wished you success in the upcoming elections. As a former State Representative from Shrewsbury, she demonstrated a firm grasp of your multiple tasks and the tremendous contribution you make to municipal government and all your residents.

I had the pleasure to briefly address you at the luncheon as well. I was very pleased to inform you that the electronic poll book legislation is on the move in the House, having been one of only a few bills reported favorably by the Joint Committee on Election Laws for action this legislative session.

As noted by Lieutenant Governor Polito at the luncheon, Governor Charlie Baker has filed House 2 his 2017 fiscal budget proposal for consideration by the House Ways & Means Committee. House Ways & Means then will recommend its version to the full House for action in April.

I was happy to report that it was the first Governor’s budget in years that did not include language creating a secure vital records trust fund. Although this issue may need to be addressed in the House or Senate budget proposals, the MTCA Legislative Committee and I will watch this very closely.

Coincidentally, on the day of the Devens luncheon, the Senate debated and passed its version of Public Records Reform. That bill, along with the earlier passed House bill, is now before a six member Conference Committee to work out the differing versions. Please note that we were successful in making the proposals more user friendly for town clerks.

Also last week, the Joint Committee on Municipalities and Regional Government heard House Bill 3906, the Governor’s bill (in part), to modernize municipal government and finance. President Dowd offered a statement supporting the bill particularly the sections he had asked the Administration to include relative to elections. Considering there are 4 other related bills to be heard, I do not expect immediate action.

On the progress of another matter, I have been working with Representative Peter Kocot on advancing House Bill 2794 that would remove “children born out of wedlock” from the restricted vital records list. I hope to have some news on this shortly.

Lastly, by the time I pen my contribution to this publication next month, the Legislature by rule will have reported on or extended the time on which to report, thousands of bills currently in the several committees. I look forward to more good news at that time.
Greetings from IIMC!

It’s not too late to register for our March 10th Region One Annual Meeting in Avon, Connecticut, including a CT Historical Society Tour, Banquet Dinner and a 2-point class on Friday morning, March 11th on “Crisis Communication”. Contact Carol if you need more information. Carol_anderson@torringtonct.org.

We’re still competing with Region 10 (Canada) for the most New Members attained in the Region Director Challenge. If you know of any Clerks interested in joining IIMC, any new Clerks or Assistant Clerks, please forward them the application form that follows. If we win, we can earn an additional Registration to the IIMC Annual Conference in Omaha. The deadline for this Challenge is March 1st.

Consider joining us in Omaha, NE for the 2016 Annual Conference. Contact Carol or Julie jcoelho@townofwarren-ri.gov if you have any questions.

Welcome Andrea Carlson of Hamilton! Thanks for joining IIMC!

I’m being ‘short and sweet’ this month – Hang in There, Massachusetts Clerks, through the busy election weeks ahead!

Carol
**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

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr.</td>
<td>Yes</td>
</tr>
<tr>
<td>Ms.</td>
<td>Yes</td>
</tr>
<tr>
<td>Name</td>
<td>____________________________</td>
</tr>
<tr>
<td>Municipality (city/village/town)</td>
<td>____________________________</td>
</tr>
<tr>
<td>Mailing Address</td>
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<tr>
<td>Municipality</td>
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<td>Business Phone</td>
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<tr>
<td>Work E-mail</td>
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<tr>
<td>Home Address</td>
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<tr>
<td>City</td>
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</table>

**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**  

<table>
<thead>
<tr>
<th>FULL MEMBER</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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<tr>
<th>ADDITIONAL FULL MEMBER</th>
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<tbody>
<tr>
<td>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.</td>
</tr>
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</table>

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<thead>
<tr>
<th>ASSOCIATE MEMBER</th>
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<tbody>
<tr>
<td>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 DO NOT have the right to vote, 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.</td>
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<tr>
<th>CORPORATE MEMBER</th>
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<tbody>
<tr>
<td>Corporate Members are those companies that find it advantageous to be affiliated with IIMC. They would not have any voting rights nor could they hold office or be certified.</td>
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**ANNUAL DUES**

<table>
<thead>
<tr>
<th>Full Member Population</th>
<th>Additional Full Member $95</th>
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</thead>
<tbody>
<tr>
<td>• up to 20,000 -- $155</td>
<td>• Associate Member $95</td>
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<tr>
<td>• 20,001 to 200,000 -- $195</td>
<td>• Retired $25</td>
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<tr>
<td>• Over 200,001 -- $255</td>
<td>• Corporate Member $600</td>
</tr>
<tr>
<td>• Outside North America -- $50</td>
<td>• Overseas Associate Member $50</td>
</tr>
</tbody>
</table>
**State Association**  
New England Association of City & Town Clerks  
New England Municipal Clerks Institute & Academy

**SCHOLARSHIP APPLICATION**

1. I am a Deputy or Municipal Clerk.  
   YES  NO

2. I am the only applicant from my municipality.  
   YES  NO

3. I have been denied all or partial funding from my municipality  
   And I am enclosing the letter of denial  
   YES  NO

4. I am a member in good standing of my state association.  
   YES  NO

5. I am a dues-paying member of the New England Association  
   YES  NO

If you have answered **YES** to all of the above, you may apply for financial assistance. If you have answered **NO** to any of the above, you must include a letter of explanation stating why you have not complied with the above criteria.

- NAME ___________________________________________ DATE ___________________________
- ADDRESS __________________________________________ PHONE ________________ FAX ____________
- JOB TITLE/TOWN _______________________________ POPULATION ___________________
- EMAIL ADDRESS ________________________________

I am applying for financial assistance for the New England Municipal Clerks Institute Year _______ or Academy Year _____

**AMOUNT REQUESTED**  $________

If Academy student, the year you graduated from the Institute:

- My Municipality will pay $______________
- I have _________ have not __________ applied to IIMC for scholarship funds. IIMC will pay $ ______________

Return this application, letter of denial and any necessary letter of explanation to your STATE Scholarship Chair by your state deadline.

**Check with your State Scholarship Chair to see if you need additional paperwork***

**FOR USE BY STATE SCHOLARSHIP CHAIR ONLY:**

Date received: ___________________________ Date action taken: ___________________________  
Amount awarded: ______________________ OR: Reason for denial ______________________  
***After state action, State Scholarship Chair should forward to NEACTC Joint Chair by April 8, 2016***

**FOR USE BY NEACTC/NEMCI JOINT SCHOLARSHIP COMMITTEE CHAIR ONLY:**

Date received: ___________________________ Date action taken: ___________________________  
Amount awarded: ______________________ OR: Reason for denial ______________________
2016 NEW ENGLAND MUNICIPAL CLERK INSTITUTE & ACADEMY
SCHOLARSHIP CRITERIA

1. The Executive Board shall determine, annually, the amount of scholarship monies to be allocated. Scholarships are only for those applicants who have been denied funds from their municipalities.

2. The Joint Scholarship Committee shall consist of a committee made up of members appointed by the President of the New England Association of City & Town Clerks and the Chair of the NEMCI & Academy Board of Directors.

3. Scholarship money from both sources shall be combined and allocated to applicants as agreed by the committee, with the exception of funds specifically earmarked and in the possession of the New England Municipal Clerks Institute & Academy Board of Directors.

4. The NEACTC President appoints a Joint Scholarship Chairman to serve for three years.

5. Scholarships shall be awarded to students attending the New England Municipal Clerks Institute and Academy.

6. Scholarship awards will be limited to one person per office with the Clerk having first preference.

7. Applicant must be a Municipal Clerk or Deputy/Assistant Clerk.

8. The Joint Scholarship Committee will give priority to first year Institute students.

9. An applicant must be a current member of his or her state association.

10. An applicant must have been a member of the NEACTC for over one year.

11. Applicant shall disclose at time of application they have applied for IIMC funds.

12. An applicant must have requested funds from his/her municipality and include a letter of denial for such funds.

1. Applicants should (after denial from municipality) send this application to their state association for funding. A reason for denial or explanation must accompany this application in order to be considered.

2. Deadline to file applications with the State Scholarship Chair is April 8, 2016.

3. Joint Scholarship Chair will notify the applicant, the Treasurer of the NEACTC, and the Treasurer of the NEMCI & Academy by April 30, 2016.

Joint Scholarship Chairperson

(Joint Scholarship Chairperson refers to the person responsible for awarding scholarship funds from NEACTC and NEMCI and does not imply joint responsibility with another person. This is a three year appointment)

<table>
<thead>
<tr>
<th>State</th>
<th>Scholarship Chairpersons</th>
<th>State Scholarship Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT:</td>
<td>Linda Amerighi, PO Box 224, Sharon CT 06069</td>
<td>November 15th</td>
</tr>
<tr>
<td></td>
<td>Phone: 860-364-5224 Fax: 860-492-7025 <a href="mailto:sharontownclerk@yahoo.com">sharontownclerk@yahoo.com</a></td>
<td></td>
</tr>
<tr>
<td>MA:</td>
<td>Jeremy Gillis, 136 Elm Street, Easton MA 02356</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 508-238-0530 Fax: 508-230-0519 <a href="mailto:jgillis@easton.ma.us">jgillis@easton.ma.us</a></td>
<td></td>
</tr>
<tr>
<td>NH:</td>
<td>Kelli L. Barnaby, 1 Junkins Avenue, Portsmouth NH 03801</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 603-610-7207 Fax: 603-427-1579 <a href="mailto:klbarnaby@cityofportsmouth.com">klbarnaby@cityofportsmouth.com</a></td>
<td></td>
</tr>
<tr>
<td>RI:</td>
<td>Michelle Hardy, 137 Roosevelt Ave., Pawtucket, RI 02860</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 401-728-0500 Fax: 401-728-8932 <a href="mailto:mhardy@pawtucketri.com">mhardy@pawtucketri.com</a></td>
<td></td>
</tr>
<tr>
<td>VT:</td>
<td>Pattie McCoy MMC, 9 Main Street Ste 2, Poultney, VT 05764</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 802-287-5761 <a href="mailto:poultneytownclerk@comcast.net">poultneytownclerk@comcast.net</a></td>
<td></td>
</tr>
<tr>
<td>ME:</td>
<td>Tammy O’Donnell, 290 Tuttle Road, Cumberland, Maine 04021</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: 207-829-5539 Fax: 207-829-2214 <a href="mailto:todonnell@cumberlandmaine.com">todonnell@cumberlandmaine.com</a></td>
<td></td>
</tr>
</tbody>
</table>
2016 NEMCI&A
Institute & Academy
Registration Form

Name: ____________________________
Nickname: __________________________
Title: ____________________________
Of City/Town: __________________________
Population: __________________________
Office Address: __________________________
City/Town: __________________________
State: __________________ Zip: __________________________
Office Phone: __________________________
Home: __________________ Fax: __________________________
E-mail: __________________________

~~~Registration Deadline-June 19, 2015~~~

Please check all that apply:
____ CMC ______ MMC ______ NEACTC Member

My computer skill level is:
____ Beginner ______ Intermediate ______ Advanced

1st & 2nd Year Institute Request:
_____ I have _____ I have not confirmed with:
________________________________________ as my roommate.

3rd Year Institute & Academy ONLY:
________________________________________ as my suite-mate
________________________________________ as my suite-mate
________________________________________ as my suite-mate

_____ Please assign a roommate.

_____ I am a female _____ I am a male

Note: No room changes will be made on the day of arrival. To assist with room assignments please send in your registration and deposit as soon as possible.

Scholarships: I have applied to the following:
____ State _____ County _____ NEACTC _____ IMC/MCEF

_____ Other Please specify: __________

~~~Please remember when applying for scholarship funds to minus your deposit fee.

Please enroll me for: (Check one)
_____ Institute Year 1 $850.
_____ Institute Year 2 $850.
_____ Institute Year 3 $850.

Additional Academy Classes to be announced

➢ Academy A – Parliamentary Procedures $925 – 4 Days

➢ Athenian Dialogue $100. Sunday Only

_____ Add $50 for Overnight lodging & Breakfast for Athenian

_____ Additional Banquet Tickets #_________ X $65 each.

Graduation Students get 1st preference on add’l banquet tickets. Additional tickets are limited to 2.

TOTAL DUE: __________________________

$________________________

-$75. Deposit

PLEASE MAIL COMPLETED REGISTRATION FORM AND $75 non-refundable deposit to:
Ann M. Quirk, CMC
367 Main Street
Hyannis, MA 02601
Phone: 508-862-4050 Fax: 508-790-6326
ann.quirk@town.barnstable.ma.us

Registrations received after June 19th, 2016 must pay a $25 late fee. No registrations will be accepted after June 26th, 2016.

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—Mary-Ellen Lannon, Town Clerk of Winchester

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—Joyce Bradshaw, Town Clerk of North Andover

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www.lhsassociates.com/shop
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Phone: 978-249-4551
Email: townclerk@townofathol.org
Website: www.masstownclerks.org