



New England Association of City & Town Clerks  
Executive Board Meeting  
Friday, November 22, 2020  
Samosesst Resort, Rockport, ME

The meeting of the New England Association of City & Town Clerks' Executive Board is called to order by President Andie Kohler at 07:34 a.m. Members present: Connecticut: Kelly Bilodeau, Christine Halloran, Michele Grande and Kate Wall; Massachusetts: Dottie Powers, Ann Quirk, and Deb Gremo; Maine: Tammy O'Donnell, Katherine Jones, Tracey O'Roak; New Hampshire: Andie Kohler, Sue McKinnon, and Kelli Barnaby; Rhode Island: Michelle Hardy, Sarah Rapose, Vicki Martin, Millie McGinnes, and Sonia Grace; Vermont: Tammy Legacy, Anita Sheldon, Lucrecia Wonsor, and Heidi Racht.

President Kohler welcomes everyone and does a brief review of her budget.

Tammy O'Donnell reviews the past few days of the conference and receives many compliments for how wonderful the conference has been. The location and resort is beautiful and the education sessions have been great.

President Kohler states that the spring meeting will take place at the Region I meeting in Sturbridge, MA; dates to be announced at a later date.

She also suggests having a Board retreat for a weekend where the matters of the Tax ID, Incorporation, and Constitution language can be concentrated on and worked on. She states that the NEMCI&A Board recently did this and it was a great success and a lot of work was accomplished. She states that the budget could be looked at or each member could contribute to renting a house for weekend.

A motion is made, seconded and so voted to pursue this idea for further discussion at the Spring meeting.

The Board reviews the committee goals for the upcoming year:

Membership Committee – The goal is to recruit new members. The committee will work on ideas to increase membership.

Scholarship Committee – There is a need to fill the Joint Scholarship Chair position for the upcoming year. Michele Grande's term is up and the next position should go to Massachusetts.



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President Kohler asks for a volunteer from Massachusetts. Dottie Powers volunteers to fill this position.

At this time, Richard Goldstein, Scholarship Chair from NEMCI&A, continues the discussion on proposed changes to the Scholarship guidelines.

He states that the NEMCI&A Scholarship Committee has reviewed the following areas for consideration, for review by the NEACTC Board.

First - To be eligible for a scholarship, an applicant must be a member of their state association (no amount of time specified) and a member of NEACTC for at least one year. This means that new clerks with less than a full year of service are ineligible for scholarships from NEACTC and NEMCI&A. --

He states that they may want to consider a shorter time requirement for newer members or simply allow anyone who is a member of NEACTC in good standing when they file their application for scholarship to be eligible .

A motion is made, seconded and so voted to allow anyone who is a member of NEACTC in good standing when the scholarship application is filed, be eligible for a scholarship to encourage new clerks to attend NEMCI&A

Second - To be eligible for a scholarship, an applicant must be a Municipal Clerk or Deputy/Assistant Clerk (NEACTC Active Members), with the Clerk getting the priority. This prevents others who are eligible to attend NEMCI&A from getting scholarships.

He states that the Board may want to allow all members who are eligible to attend NEMCI&A to get scholarships, with priorities. Clerks first – Deputy/Assistant Clerks second – Other Clerk staff members third – others fourth.

The Board discusses “others” and reviews who is eligible to be a member of NEACTC. It is decided that the scholarships should be for Clerk’s, Deputy/Assistant Clerks and Clerk staff.

A motion is made, seconded and so voted, to approve the following:

Allow all members who are eligible to attend NEMCI&A to get scholarships, with priorities. Clerks first – Deputy/Assistant Clerks second – Other Clerk staff members third – ~~others fourth.~~



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Third – He suggests that the Board may want to formalize the \$75 registration fee not being eligible for scholarships.

He explains that this has been an unwritten policy for the joint NEMCI&A and NEACTC awards.

A motion is made, seconded and so voted, to formalize that the \$75 registration fee will not be eligible for the joint scholarship award.

Fourth – Suggestion that there could be some attestation that people who get scholarships are willing to serve on the board if needed by their states, either as a check-off or a statement at the bottom before the signature of the applicant. For example... *Recognizing that an institute for Clerks run by Clerks, such as NEMCI&A, can only thrive if Clerks agree to serve on the Board, I pledge my willingness to serve on the NEMCI&A Board within five years of graduating from the Institute.*

Rick Goldstein states that the NEMCI&A Board struggles to get people from each State to serve. He explains that it particularly difficult for Rhode Island, because of the small number of clerks. He states that there should be a way to get new clerks who have graduated to give back to the board, particularly if they have received a scholarship.

The Board discusses that although it is important to encourage serving and giving back to the NEMCI&A Board, they do not feel that it should be a requirement of receiving a scholarship. Serving on the Board is a large time commitment and may not be an option for some clerks.

The Board discusses sending letters to recent graduates encouraging them to give back and consider serving on the NEMCI&A Board.

Heidi Racht volunteers to draft a letter to go out to recent scholarship recipients. The Board suggests that she reach out to State Scholarship Chairs to assist with sending these letters.

A motion is made, seconded, and so voted, not to amend the scholarship application to require serving on the NEMCI&A Board as a condition of receiving a scholarship. However, asks that a letter be prepared to be sent to all recent scholarship recipients encouraging and reminding them of the importance of serving.



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Due to time constraints, the Board postpones any further discussion for a future meeting.

A motion is made, seconded and so voted to adjourn the meeting at 8:32 a.m.

Respectfully Submitted  
Michelle Hardy, Secretary