



**New England Association of City & Town Clerks  
Executive Board Meeting  
Wednesday, November 17, 2021  
Lodge at Spruce Peak, Stowe, VT**

The meeting of the New England Association of City & Town Clerks' Board was called to order by President Tammy Legacy at 10:37 AM.

Members present: Michelle Hardy (Rhode Island), Vicky Martin (Rhode Island), Carol Wordell (Rhode Island), Millie McGinnes (Rhode Island), Sarah Rapose (Rhode Island); Susan Skidgell (Maine), Lisa Goodwin (Maine); Patti Lewis (Vermont), Anita L. Sheldon (Vermont), Lucrecia Wonsor (Vermont), Tracy Borst (Vermont), Heidi Racht (Vermont), Tammy Legacy (Vermont); Michele Grande (Connecticut), Marc J. Garofolo (Connecticut), Kate Wall (Connecticut), Christine Halloran (Connecticut); Deb Gremo (Massachusetts), Ann Quirk (Massachusetts), and Dottie Powers (Massachusetts).

Also present: Susan Clements-Dallaire (Maine), Acting Secretary as Secretary Hardy was unable to stay for the duration of the meeting.

President Legacy welcomed everyone to the meeting.

**Secretary's Report – Michelle Hardy**

Secretary Hardy stated that the minutes of the following meetings held via zoom were made available to the Board for review: December 4, 2020 Board Meeting, the 53<sup>rd</sup> Annual Meeting also held December 4, 2020, the Executive Board meeting held March 30, 2020, and the Board meeting held June 29, 2021.

Motion was made and seconded to approve the minutes as presented. Vote: Unanimously approved.

**NEMCI&A Report – Tracy Borst**

Her term and terms of board members Kathy Larkin, Sue Skidgell, and Sarah Rapose have been extended another two years; priority in 2022 will be to work on recruiting new board members; the second NH seat is still vacant and they would like to see that filled soon; with the 2021 in person education being cancelled, they were able to continue with webinars via ZOOM, and On Demand courses; NEACTC and NEMCI&A have scholarships that are available; in 2021 NEMCI offered a free webinar to NEACTC members, weekly webinars, on demand courses, and NEMCI courses for years 2 and 3 students; in 2022 they are planning on returning to in person classes at Plymouth State.

**Newsletter Report – Michelle Hardy** presented on behalf of Betsy Browne who was unable to attend.

Betsy asked that everyone send their respective reports following the conference and include photos if available for the newsletter. She also noted that they've already secured two advertisement renewals.



**Webmaster Report** – Michelle Hardy presented on behalf of Leigh Carney who was unable to attend.

Leigh will update the majority of the website after the conference. She has also secured the domain name for the website until 2024.

### **Treasurers Report – Kate Wall**

The Membership Committee has been working hard on retaining and encouraging new members to join; Treasurer Wall announced that she will be retiring as Treasurer of the New England Board; she stressed how important it is for members to pay their dues on time adding that it is extremely helpful when working on the upcoming budget; there were no major changes in the budget; scholarship requests are down; \$640 expenditure for liability insurance and \$108 for Treasurer bonding. Everything else is about the same. It was stated that the overall liability insurance covers each state conference.

Motion was made and seconded to approve the Treasurer’s report as presented. Vote: Unanimously approved.

Dottie Powers went over her budget for the upcoming year. There was a slight increase this year on the conference and board meetings due to the rising costs of everything including food, travel, and lodging. The budget has been almost flat for years.

Treasurer Wall added that she is comfortable with the budget that is being presented.

Dottie stated that we should push to try to increase our membership numbers. Each State should try to encourage membership.

There was discussion on whether we should charge a late fee, or not, if someone is late paying their membership dues. Treasurer Wall stated that she is hesitant about doing so. There was discussion on incentivizing members to want to join by promoting the scholarship program. For a \$35 membership, you could potentially receive a \$90 scholarship.

Motion was made and seconded to approve the 2022 budget as presented. Vote: Unanimously approved.

### **Reports of Committees**

**Nominating Committee** - President, Tammy Legacy presented the new slate of officers for 2021-2022.

#### **NEACTC Executive Board**

##### **Massachusetts**

Mary De Alterette, Term 2024

Valerie Fox, Term 2023

Debra Gremo, Term 2022

##### **Maine**

Shelly Crosby, Term 2024

Michelle Farnham, Term 2023

Susan Skidgell, Term 2022



### **Connecticut**

Marc Garofalo, Term 2024  
Therese Pac, Term 2023  
Susan Pawluk, Term 2022

### **New Hampshire**

VACANT, Term 2024  
Kristen Kenniston, Term 2023  
Kelli Barnaby, Term 2022

### **Rhode Island**

Erin Liese, Term 2024  
Carol A. Wordell, Term 2023  
Vicki Martin, Term 2022

### **Vermont**

Donna Kinville, Term 2024  
Heidi Racht, Term 2023  
Anita Sheldon, Term 2022

### **Officers**

President 2022 – Dottie Powers, Massachusetts  
1<sup>st</sup> Vice President 2023 – Michele Grande, Connecticut  
2<sup>nd</sup> Vice President 2024 – Millie McGinnes, Rhode Island  
3<sup>rd</sup> Vice President 2025 – Lisa Goodwin, Maine  
4<sup>th</sup> Vice President 2026 – Kerri Parker, New Hampshire  
5<sup>th</sup> Vice President 2027 – Tracy Borst, Vermont  
Secretary – Susan Clements-Dallaire, Maine (replacing Michelle Hardy, Rhode Island)  
Treasurer – Kelly Bilodeau, Connecticut (replacing Kate Wall, Connecticut)

### **NEMCI&A Board**

#### **Massachusetts**

Amy Akell, Term 2023  
Stephanie Carrara, Term 2022

#### **Maine**

Sue Skidgell, Term 2023 (Treasurer)  
John Myers, Term 2022

#### **Connecticut**

Marguerite Phillips, Term 2023  
Kathy Larkin, Term 2022 (Vice-chair)

#### **New Hampshire**

Kerri Parker, Term 2023  
VACANT, Term 2023

#### **Rhode Island**

Sarah Rapose, Term 2023 (Secretary)  
Richard Goldstein, Term 2022

#### **Vermont**

Tracy Borst, Term 2023 (Chair)  
Tammy Legacy, Term 2022

Motion was made and seconded to approve the report of the Nominating Committee as presented. Vote: Unanimously approved.

### **Membership Committee – Patti Lewis**

Nothing more to report. Membership was discussed during the Treasurer's report.

### **Scholarship Committee – Dottie Powers**

\$90 Scholarships are available with a total of \$5,000 maximum.

### **Legislative Committee – Andy Dowd**



The question was brought up whether a retired clerk could serve on the NEMCI&A Board. Retired Clerks may join as associate members and can serve in accordance to the NEACTC Constitution.

### **Technology Committee**

It was stated that Leigh Carney is doing a great job. Please remember to provide her with the information needed for the website.

### **Conference Committee Reports**

**2021 Vermont** – there has been a good turnout to the conference with 140 total attendees and 30 vendor tables. Tammy Legacy stated that they charged \$200 per person for the conference but it will not cover the cost of the food. Treasurer, Kate Wall stated that we may have to look at increasing the cost to attend the conferences.

**2022 Massachusetts** – the conference will be held November 16-18 in Chatham, MA (Cape Cod). Rooms have been secured at \$199 + tax per night. They will be looking into on-line registrations. The theme will be “The Lighthouse”.

**2023 Connecticut** – they have not picked out a theme yet. They are looking at Westbrook Waters Edge in Westbrook, CT as a venue, but may look into other locations in case there are not enough rooms available at the Water’s Edge. Rooms at the Water’s Edge would be \$179 + tax per night.

**2024 Rhode Island** – they are looking at the Newport Marriott as the venue at \$199 + tax per night. They are hoping to hold the President’s reception off site.

**2025 Maine** – the conference will be held at the Bangor Cross Insurance Center. The conference committee would only have to pay for food at that venue because it is City owned. The Hollywood Casino and Marriott Hotels are next door to the Cross Center.

**2026 New Hampshire** – they are still in the beginning stages with nothing to report at this time.

### **Unfinished Business**

Incorporation/Tax Exemption – There was discussion again that began in 2018 on whether we should incorporate as an organization and apply for a tax exemption. Each State currently has their own EIN number and file their own tax exemption or leave as is and pay the tax. Each State can use their own State Association number determines how they want to handle things when the conference is being held in their State.

Dottie said she would look into insurance and will put that on a future agenda.

Motion was made and seconded to adjourn. Vote: Unanimously approved. The meeting adjourned at 11:51 AM.



Respectfully Submitted,

*Susan Clements-Dallaire*

Susan Clements-Dallaire, Acting Secretary

