

EVENT REGISTRATION PACKET

2025 IIMC Region 1 Annual Meeting & Training Conference

March 23 – 25, 2025

**DoubleTree by Hilton Nashua
Nashua, New Hampshire**



Hello IIMC Region 1 Members! We are so looking forward to welcoming you to Nashua, NH, for the 2025 International Institute of Municipal Clerks Region 1 Annual Meeting and Training Conference. We hope you find this to be a great event.

Our event theme is “Are You Prepared?” As in, as a municipal clerk, are you prepared for: working with the media, communicating during a crisis, and dealing with legal situations that may arise? We feel this topic is so well suited for today’s government environment. We are looking forward to learning from our main presenter, New England Municipal Clerks Institute & Academy (NEMCI&A) faculty member Phil Warren, who is the City Manager for Berlin, NH.

Highlights of our event feature an Athenian Dialogue on America’s Founding Fathers (fans of *Hamilton The Musical* should really enjoy this book). We will also have our annual Tea Cup Raffle fundraiser, an early morning walk around the hotel grounds, vendors who generously support us, and more.

Area amenities include the Gate City Casino, Pheasant Lane Mall, an indoor skydiving experience, an Anheuser-Busch brewery experience tour, and more. Come early and stay late to enjoy all that southern New Hampshire has to offer.

We are pleased to report that we were able to hold the line and keep the registration fee the same as it was for 2023 and 2024 and that 7 points towards your CMC or MMC are available thanks to NEMCI&A and IIMC. Please join us and reach out with any questions you may have. We look forward to hosting you.

Sincerely,



Kerri Parker

Kerri Parker, MMC, CTCTC
Region 1 Director
Town of Meredith, NH
kparker@meredithnh.gov

Kathleen Montejo

Kathleen Montejo, MMC, CCM, RP
Region 1 Director
City of Lewiston, ME
kmontejo@lewistonmaine.gov

EVENT REGISTRATION INFORMATION
2025 IIMC REGION 1 ANNUAL MEETING AND
TRAINING CONFERENCE
 March 23-25, 2025
 DoubleTree By Hilton Nashua, Nashua, NH

ANNUAL MEETING AND CONFERENCE REGISTRATION:

Description of Event Packages	Cost
Region 1 Annual Meeting FULL PACKAGE WITH Athenian Dialogue <i>Includes: Sunday dinner, Monday breakfast, lunch and dinner, Tuesday breakfast, all snack breaks, Annual Meeting, all educational sessions</i>	\$350.00
Athenian Dialogue ONLY <i>Includes: Dialogue, Monday dinner and Tuesday breakfast</i> <i>Note – Price does not include book, must be purchased in advance separately.</i>	\$125.00
Region 1 Annual Meeting FULL PACKAGE WITHOUT Athenian Dialogue <i>Includes: Sunday dinner, Monday breakfast and lunch, snack breaks, Annual Meeting, all educational sessions</i>	\$250.00
Region 1 Annual Meeting and Education Sessions – Monday ONLY <i>Includes: Monday breakfast and lunch, snack breaks, Annual Meeting, educational sessions</i>	\$175.00
Region 1 Annual Meeting Walk Run fundraiser	\$20

EVENT REGISTRATION LINK:

[IIMC Region 1 Annual Meeting registration](#)

Event Registration is online only. We appreciate your willingness to register online, this helps to improve the efficiency of the process. After registering online, you will automatically be emailed a receipt that can be printed out and mailed with payment.

Please make check payable to: IIMC Region 1 and mail to: Town Clerk's Office, PO Box 24, 112 Mad Tom Rd, East Dorset, VT 05253 Registration due date: March 14, 2025 No Refunds issued after March 14, 2025

Questions about online registration process: Carol Anderson at carol_anderson@torringtonct.org
 Questions about payment: Jennifer Comar at dorsetasstclerk@gmail.com

HOTEL INFORMATION:

DoubleTree by Hilton Nashua, 2 Somerset Parkway, Nashua, NY 03063
 Special room rate of only \$149/night plus tax, Book room reservation directly with hotel: 1-603-886-1200. Room block currently open and closes March 2. Must state: Code CDT92B when booking for the IIMC Region 1 Annual Meeting rate.

Or book directly online at: [Hilton Hotel Reservation for IIMC Region 1](#)

2025 IIMC REGION 1 ANNUAL MEETING AND TRAINING SESSION

SCHEDULE OF EVENTS:

** Subject to slight adjustments in times as needed*

Sunday, March 23:

2:00pm	Vendor area open, registration check in open, Tea Cup auction drop off
3:00pm – 3:15pm	Welcome and Introductions
3:15pm – 4:00pm	Municipal Law class, part 1
4:00pm - 4:30pm	Break with Vendor Visits, Tea Cup Raffle display, refreshments
4:30pm – 5:30pm	Municipal Law class, part 2
6:00pm – 6:30pm	Reception, cash bar
6:30pm – 7:30pm	Dinner
7:30pm – 8:30pm	Optional Evening program – “Municipal Clerks Connection”

Monday, March 24:

6:00am – 6:30am	Annual Walk/Run Morning Fundraiser (optional)
7:30am - 8:30am	Breakfast
8:00am – 8:30am	Vendor Visits, Tea Cup Raffle display
8:30am – 10:15am	Media Relations class
10:15am -10:30am	Break with Vendor Visits, Tea Cup Raffle display, refreshments
10:30am –12:15pm	Crisis Communication class
12:15pm – 1:15pm	Lunch
1:30pm - 2:00pm	Region 1 Annual Meeting
2:00pm – 3:00pm	Lewiston Shooting, A Case Study
3:00pm	End of Region 1 Annual Meeting training conference, Tea Cup auction
3:30pm – 6:30pm	Athenian Dialogue – Part 1 (3 pts if complete both sessions)
6:30pm	Dinner

Tuesday, March 25:

7:00am -8:00am	Breakfast
8:00am – 11:00am	Athenian Dialogue – Part 2
11:00am	Adjourn – safe travels home

Region 1 Annual Meeting & Training Conference 2025

Class Descriptions, Presenters and Points*

Municipal Law	Instructor: Phil Warren	1 CMC/MMC point
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This course outlines the various aspects of Municipal Law and its effects on municipal government and its employees. An overview is provided on labor law, general principles of public sector bargaining, Federal Statutes affecting labor relations, the Age Discrimination in Employment Act of 1967, Americans with Disabilities Act of 1990, Fair Labor Standards Act (FLSA), Family and Medical Leave Act of 1993 and Occupational Safety and Health Act of 1970. It provides an understanding of laws used in disciplining an employee, the rights of an employee and the need to increase your knowledge in these areas for yourself and the community.

Municipal Clerks Connection	Facilitator: Kathy Montejo	.5 CMC/MMC point
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Join us for an evening session where seasoned and new clerks exchange practical strategies to address challenges that persist even for the most experienced professionals. This session will provide a collaborative space to explore innovative solutions, exchange best practices among the seven states, and tackle common obstacles in municipal operations. The goal is to discuss issues and leave with tangible and actionable solutions equipped with fresh perspectives and effective tools to enhance your approach, ensuring success in your critical role moving forward to assist both your office and your community. This is an opportunity for comradery, idea sharing, professional networking where newer members connect with veteran members, an informal mentoring session, and perhaps some commiserating to know that we are all in this industry called “public service” together.

Media Relations	Instructor: Phil Warren	1 CMC/MMC point
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This course serves to enhance the town clerk's communication skills with the media for the purpose of informing the public of municipal policies, practices, and activities in a positive, consistent and credible manner.

Crisis Communication	Instructor: Phil Warren	1 CMC/MMC point
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In many situations, the municipal clerk may be the point of contact in a community for both normal and emergency matters. This session will assist the clerk in the actions needed in a crisis.

Lewiston Shooting, A Case Study	Instructor: Kathy Montejo	5. CMC/MMC point
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What lessons did the city learn from being the site of the country's worst mass shooting in 2023? This class will review what happened from the perspective of non-public safety city employees, what happened within city hall and the community in the 72 hours after the incident, and will review real-world applications to continue with the lessons from Media Relations and Crisis Communication sessions.

Signing Their Lives Away: The Fame and Misfortune of the Men Who Signed the Declaration of Independence

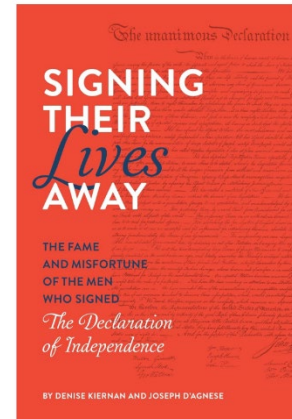
An entertaining and essential collection of stories about the surprising and strange fates of the fifty-six Founding Fathers who signed the Declaration of Independence.

In the summer of 1776, a group of 56 men risked their lives and livelihood to defy King George III and sign the Declaration of Independence—yet how many of them do we remember? *Signing Their Lives Away* introduces readers to the eclectic group of statesmen, soldiers, slaveholders, and scoundrels who signed this historic document—and the many strange fates that awaited them. To wit:

- The Signer Who Was Poisoned By His Nephew
- The Signer Who Was Killed In a Duel
- The Signer Who Went to Prison
- The Signer Who Was Lost at Sea
- The Signer Who Achieved Fame as a Brewer

Complete with portraits of every signatory, *Signing Their Lives Away* provides an entertaining and enlightening narrative for students, history buffs, politicians, and *Hamilton* fans alike.

Book must be purchased separately and read in advance of the session.



Introducing our Instructors:

Susan Haag, RMC, MMC, Town Clerk, Austerlitz, NY

Sue started her municipal career as Tax Collector in 2002. Due to the illness of the Town Clerk at the time, Susan 'stepped in' to help and the rest is history as they say! Susan graduated from Becker Junior College in 1983 and went into the business world as a Manager for Young Shoes. Deciding that retail was not for her, Susan joined the ranks in a local bank serving as Loan Officer until 1993 when she became a stay at home mom. That is of course, until she ran in her first election in 2002 for Tax Collector. She became the Town Clerk/Tax Collector, a combined office, in 2003. Susan has achieved her NYS Town Clerks Association Registered Municipal Clerks designation, the International Institute of Municipal Clerks Master Municipal Clerk designation, and the Association of Towns of New York State Certified Town Official designation. She has served as a NYSTCA District Director, Secretary, Vice President, and President. Susan is served as a Region One Director for IIMC which covers seven states, sits on the Resolutions and Nominating Committee for AOT, and is a Committee Member for the IIMC Foundation Development Committee. Married to Robert, Susan has two children, Robert Jr. and Alease Holden. She is an active member of Cornerstone Fellowship Church and enjoys reading.

Kathy Montejo, MMC, CCM, RP, City Clerk, Lewiston, ME

Kathy has been the City Clerk of Lewiston, ME since January 1999. Previously, she was the City Clerk for Bath, ME and the Town Clerk for Woolwich, ME. She has earned her CMC, MMC, is an Athenian Leadership Society Fellow and 30 year member of IIMC. She is one of two Local Election Administrators representing Maine on the federal U.S. Elections Assistance Commission Local Leaders Council. Kathy is past state president of the Maine Town & City Clerks' Association, for which she has served for over 25 years as an instructor for workshops on election administration, municipal law, business licensing, and more. She is the Maine Municipal Clerk of the Year for 2000. In 1991, she graduated with a B.A. in Public Management, with a minor in Public Relations, from the University of Maine and is a 1997 graduate of the New England Municipal Clerks Institute. She earned

her Paralegal Certificate from Boston University in 2020. Kathy is a Dedimus Justice and a Registered Parliamentarian.

Phillip Warren, Town Manager, Berlin, NH

Phil earned his Bachelor's of Science degree at Bridgewater State College, with a major in Political Science and minor in Aviation Science. He holds a Master in Public Administration from Suffolk University. Phil has been employed in municipal management since 1996, as an Assistant to the Town Manager, Elected Treasurer – Collector, Town Administrator and Town Manager. He has more than 25 years' experience in all areas of municipal management, municipal finance, personnel management, and has assisted and instructed hundreds of employees during this career in various municipal management topics, including ethics, municipal law, municipal finance, dealing with boards and commissions. He participated in and assisted instruction for Political Science / Public Administration students at the Bachelor and Master level. Phil has served as the Town Manager/Administrator for Meredith, NH, Abington, MA and Holbrook, MA. He is a highly-regarded member of the New England Municipal Clerks Institute & Academy (NEMCI&A) faculty and has served for many years. Phil teaches using real-world examples which translate into tangible information you can bring back and apply immediately at your office. He is also the principal and owner of PLW Municipal Consulting, assisting municipalities in New England in all disciplines/departments and provides interim staffing, recruitment, training, investigation and organizational reviews. Phil can be reached at phillip@plwmuni.com

All classes are sponsored by the New England Municipal Clerks Institute & Academy. The Athenian Dialogue is sponsored by IIMC. We thank both organizations for their support of the Region 1 Annual Meeting & Training Conference.

*Points issued with submission of completed course assessment.

WHAT ELSE IS FUN TO KNOW ABOUT OUR ANNUAL EVENT:

ANNUAL TEA CUP RAFFLE FUNDRAISER: The Tea Cup Raffle is a tradition for Region 1 and serves as our main fundraiser during the conference. Annual Meeting attendees are asked to bring a small item that will be raffled off. Tickets can be purchased during the conference and on Monday a ticket will be pulled for the winner of each item. This fundraiser works so well thanks to the generosity of our membership. Everything will be on display for review in the vendor area.

ANNUAL MEETING WALK/RUN – GET MOVING WITH US TO START YOUR DAY: This event is another fundraiser for Region 1. On Monday morning, you are welcome to join us for a walk around the hotel grounds. Think brisk and invigorating! This early morning walk will allow us to get some fresh air and exercise to get us moving to start the second day of our conference. What a great way to network and meet some clerks you may not have met yet. Each attendee who joins the fun will be entered into a drawing to win a special prize just for those who participate.

VISITS WITH VENDORS – Please support those who support us! Our vendors are so generous to help us sponsor this event and their support helps to underwrite the costs of our professional development. We encourage you to take the time to visit each booth, say hello and thank them.