

Newsletter

R.I. TOWN AND CITY

CLERKS ASSOCIATION

PUBLISHED BY THE RHODE ISLAND DEPARTMENT OF
COMMUNITY AFFAIRS

No. 1

Dear City & Town Clerks:

I take this opportunity to introduce you to our first bulletin. The "Newsletter" of R.I. Town and City Clerks Association will be published by the Department of Community Affairs quarterly. May I extend to you a hearty welcome to participate in making the bulletin a success by providing interesting information for all City and Town Clerks.

Just to recap my first three months as your President, I would like to inform you that we have been hard at work bringing about information that will be advantageous to all.

The Legislative Committee has held several meetings and has succeeded in revitalizing legislation referred to committees during the 1971 General Assembly Session. The Committee has made several trips to Providence and in order to successfully lobby for legislation supported by our organization. They have succeeded in restoring the Probate Bill, the Recording Bill, and have urged for the passage of the elimination of the 5-day waiting period for non-residents when applying for marriage licenses. They have also voiced their opposition to those bills that are detrimental to our organization. Jean Clarke, chairman and her committee are to be congratulated for a job well done.

We have had a meeting with Lera O'Hara, Director of Vital Statistics and taken issue on certain items regarding vital statistics.

A meeting has been set up for May 4th with Mr. John Norberg to discuss with him the recording of State Tax Liens and fee for recording them.

It is my intent with this bulletin and with the co-operation of all of you to keep it informative, and for the benefit of all City and Town Clerks. My sincere thanks to Fred Williamson, Director and Ken Shea of the Department of Community Affairs for the interest they have shown towards the Clerks.

In closing, this is your bulletin and its success depends on you and the information that you forward to Ken Shea. Let's make it a success.

Thanking you for your continued support, I remain

Your President,

Ernie

During the coming year this "Newsletter" will be published by the Department of Community Affairs in conjunction with the R.I. Town & City Clerks Association financed under an Urban Planning Grant from the Department of Housing & Urban Development.

It is my hope that this "Newsletter" will provide you with valuable information regarding new developments for the benefit of the clerk.

As your liason from the Department of Community Affairs I hope to keep you abreast of legislation, new techniques of records management, state and federal resources, recodification and various items that may be of interest to you. In addition, tentative arrangements have been worked out with Herman Rose of the Department of Community Affairs to provide you with training under the Intergovernmental Personnel Act. Mr. Rose will attend your meeting on April 20th in Johnston, and hopes to discuss with you your needs for training.

I am confident that this "Newsletter" will act as an open line between the Department of Community Affairs and the clerks' association.

If you have material or items of interest please call me at Community Affairs: 277-2854 or 277-2855.

Regards,

Ken Shea

SIDELINES

Reports have it that Norman Mainville celebrated St. Patrick's Day in Newport with Bob Shea-- Watch out for the stairs at Rogers Roost, Norman.

Mssrs. LaFond, Paquin, Bisbano, and Campagna have been lobbying for the association for the past few weeks--either that or they just enjoy watching the female pages and General Assembly in action in that order.

Astrid Leidman has been recovering from her recent illness and is now back behind her desk hard at work at the Cranston City Hall.

Lucy Countie as of press time has not returned from her vacation in Florida. Will she be home in time for the meeting?

MCDPS NEWS

MCDPS is presently working with the City of East Providence indexing birth, death, and marriage certificates. Meanwhile down in Westerly MCDPS is busy preparing a new system for voter records. Briefly, the clerk will be able to pick off all Dem. and Rep. eligible voters almost in-

stantly. In addition, a voter who has not voted in the past five (5) years will automatically be dropped from the list of eligibles. Notification of ineligibility will be given both to the voter and the state board of elections. This information will be recorded on tapes. From time to time we will keep you informed of various activities of MCDPS.

Remember this "Newsletter" is for your benefit. Please respond with information, no matter how small or large.

*put Catherine McQueeney
on Clerks' Conference mailing
list
met her girl Pat Oatley.*

Newsletter

R. I. TOWN AND CITY

CLERKS ASSOCIATION

PUBLISHED BY THE RHODE ISLAND DEPARTMENT OF
COMMUNITY AFFAIRS

No. 3

January 1974

HAPPY NEW YEAR

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Hopefully this edition of the NEWSLETTER will be the rebirth of a successful informative bulletin which is to be published quarterly by the Department of Community Affairs, in cooperation with the Rhode Island Town and City Clerks' Association.

It is contemplated that the NEWSLETTER will:

1. keep you abreast of new and pending legislation,
2. inform you of any changes or interpretations of the Election Law,
3. expose you to present day records management utilized by your associates and introduce you to new techniques,
4. provide you with educational data pertaining to your office,
5. acquaint you with changes made by your colleagues.

We are hopeful that this bulletin will act as a stimulant to further arouse progressive thinking in all phases of operation in your office. It is also expected that you will use this vehicle to convey any information that may be helpful to your fellow clerks. The NEWSLETTER further expects you to submit so called side lines about your comrades, make comments and suggestions on what is to be printed and even your so-called gripes are welcomed. THIS PUBLICATION IS YOUR NEWSLETTER.

Sincerely,

Henry

PRESIDENT'S MESSAGE

Dear Town & City Clerks:

As President of the Rhode Island Town & City Clerks Association and being very cognizant of the importance of the "Newsletter" published by the Department of Community Affairs which provides important information for all Town & City Clerks, I am very happy to report the accomplishments of the Town & City Clerks Association during the past year and the goals of the Association for the future.

It is with great pride that I announce the publication of the Handbook For Rhode Island Town and City Clerks compiled by Joseph E. Coduri. This book is very popular with Town and City Clerks and entails in detail the many facets of the Town and Clerks duties and responsibilities. If any City or Town Clerk would desire additional copies, please contact Joseph Coduri at the Bureau of Government Research at the University of Rhode Island. Joe most certainly deserves the thanks and appreciation of every Town and City Clerk for the work and time involved in publishing this Handbook.

While legislation this past year was not all that we hoped for, the committee was successful in having fees increased for recording State Tax Liens and I do wish to congratulate the committee for the work they did.

I do feel that the new Legislative Committee should strive to have a Tenure Bill passed for Town and City Clerks.

It is my sincere wish that all Town & City Clerks could enjoy Tenure in Office and suggest to the incoming President that perhaps a committee be appointed to study this matter.

This past year I am proud to state that I was the 6th R.I. Town Clerk to complete the requirements prescribed to be conferred the title of CERTIFIED MUNICIPAL CLERK by the International Institute of Municipal Clerks Association and received my plaque on August 13, 1973. Again I stress the importance of all Town & City Clerk's being active members of the International Institute of Municipal Clerks Association and also the New England Town & City Clerk's Association.

I have enjoyed my year as President of the Rhode Island Town and City Clerk's Association and extend to the incoming Officers every wish for progress in our organization and sincerely urge all Clerks to become active members in this vital R.I. organization, and finally I most sincerely thank my fellow officers and Executive Board for their cooperation during this past year.

Sincerely,

Peg

LISTENING IS THE BEGINNING OF UNDERSTANDING

LEGISLATIVE COMMITTEE REPORT

Senator William A. Castro, East Providence, introduced S-471, An Act Relating to Marriage Licenses for Non-Resident Women, March 9, 1973. This act makes the waiting period for non-resident women to obtain a marriage license the same as resident. The following Senators are members of the Senate Committee on Judiciary:

Joseph F. Rodgers, Jr., Chairman
Paul A. Fontaine, Vice Chairman

Julius C. Michaelson	Guido J. Canulla
Erich A. O'D. Taylor	John P. Hawkins
Vincent J. Baccari	Michael F. Horan
Matthew F. Callaghan, Jr.	Thomas H. Needham
Raymond E. Grimes	F. Monroe Allen
Joseph W. Walsh	John F. Kelly
James P. Flynn	Leo D. Blais
Joseph R. Di Stefano	

Clerk- Edward O. Foster
Counsel- Edward P. Gallogly, Jr.

In conjunction with the legislative committee contacting the above Senators, advising them of our official position on this Act, it is hoped that you will also get in touch with them and ask for their support.

The out come of the meeting between Ernest R. Lafond, Woonsocket's illustrious clerk, and Mr. John H. Norberg, Administrator, Division of Taxation, was the introduction of H-1605, An Act Amending the General Laws Dealing with Taxation, by Representatives John J. Skiffington, Jr. and Aldo Freda on April 6, 1973. With gentle persuasion by your legislative committee the Act passed both houses May 4th and the Governor affixed his signature to the bill May 15th. Several sections of the Act are:

ARTICLE III, Unincorporated Business Tax; This amendment increases the tax lien recording and discharge fees to \$1.50.

ARTICLE IV, Sales and Use Tax-Enforcement and Collection; This amendment increases the tax lien recording and discharge fees to \$1.50 and improves the collection procedures especially as to non-resident contractors on their liability for sales and use tax.

ARTICLE VI, Estate and Transfer Taxes- Enforcement and Collection; This amendment increases the tax lien recording and discharge fees to \$1.50.

ALL THE ARTICLES IN THIS ACT EFFECTIVE UPON PASSAGE.

Jean M. Clarke
Chairman

1st Quarter P R O M P T E R

20-27-16 RECORDS AND ACCOUNTING for LICENSES, LICENSE BOOKS, and FEES.- and every such clerk shall, within thirty (30) days succeeding January first of each year, return to the director of natural resources all license books used during the year preceding, including all stubs and unused and void certificates. (Hunting Licenses)

20-5-12 RECORD of LICENSES ISSUED- ACCOUNTING for FEES.- (and every such clerk) shall, within thirty (30) days succeeding January first of each year, return to the said department (natural resources) all registration books used during the year preceding, including all stubs and unused and void certificates. (Fishing Licenses)

2-14-2 APPOINTMENT BY TOWN COUNCIL or MAYOR.- The town clerk of the town, or the city clerk of the city for which a tree warden is appointed shall forth with notify the chief of the division of forests of such appointment, and no such appointment shall take effect until it has been approved by said chief and such approval has been certified by him to the town clerk or the city clerk, as the case may be. (Top pg. 110 1972 Supp.)

11-19-30 ORGANIZATIONS PERMITTED TO OPERATE BINGO GAMES-LICENSE.- The licensing authority of each city or town shall annually, in the month of January, report to the city or town council on the reports received by it during the preceding years. (Bottom pg. 83)

4-13-7 NOTICE AS TO TIME AND PLACE OF ISSUING LICENSES- The city or town clerks of the several cities and towns shall annually, in the month of March, give notice by publication at least once in a newspaper of general circulation within such city or town, giving notice to the people thereof of the time and place for issuing the licenses provided for in this chapter. (DOGS 1972 Supp.)

9-9-15 ERASURES FROM TOWN LIST OF QUALIFIED JURORS- The town clerk of each town shall between the fifteenth day of March and the first day of April in each year erase from the list of the persons qualified to serve as jurors made by the town council of said town pursuant to 9-9-9, the names of all persons who appear from the returns of the jury commissioner made pursuant to 9-9-12 to have served as jurors or to have been excused by the court, and also the names of such persons appearing in such returns as in the opinion of the court should be permanently excused from serving as jurors.

9-9-16 DRAWING AND ENTRY OF JURY LISTS FROM TOWNS- The town council in each town shall in each year between the first and fifteenth day of April, and thereafterwards during the year and before the following first day of April, as often as may be necessary to carry out the provisions of this chapter, hold a meeting for the purpose of drawing grand and petit jurors.

TOWN CLERK for 32 Years

FOSTER R. SHELDON, town clerk, South Kingstown, was born in North Kingstown, Rhode Island, November 4, 1908. He married Mildred H. Schmidt October, 1934. Foster and Mildred presently reside at 4 French Street, South Kingstown. They have a son, David R., who is a senior at Colgate University.

Foster graduated with honors from South Kingstown High School and is a graduate of Brown University where he received a Teaching Fellowship for one year's graduate study and teaching English.

FORTY TWO YEARS dedication to municipal government, of which Foster has been town clerk THIRTY TWO YEARS. He was awarded the Achievement and Service Award by the University of Rhode Island on May 9, 1967.

Foster is an active member of the Wakefield Baptist Church, the American Society of Public Administration, the International Institute of Municipal Clerks and the Rhode Island Town and City Clerks' Association.

ENERGY CRISIS EFFECTS

As the NEWSLETTER is being circularized three communities have adopted a four day work week.

The Town of Bristol heralded the four day work week. Their new schedule, Monday closings, was inaugurated December 3, 1973.

A week later, December 10th, the Town of New Shoreham effected their new schedule of closing on Mondays.

The Town of Charlestown's councilmen chose to close the town hall every Friday, effective as of January 4th of this year.

Have you called in your reservation to Bob Shea's office, 846-9600, for the Installation of Officers, 1974, of the Town and City Clerks' Association, to be held at the Castle Hill Hotel, Ocean Drive, Newport?

Cocktails at 6:30 p.m. and your choice of the following dinners will be served at 7:30 p.m.:

Half Roast Spring Chicken.....\$5.75 per person

Prime Rib of Beef Au Jus..... 7.50 " "

Sea Food Newburg..... 7.50 " "

served with soup or fruit cup, mixed green salad w/dressing, oven baked potato, buttered green vegetable, rolls and butter, beverage and dessert.

EXCERPS FROM "SUMMARY OF THE PROCEEDINGS OF THE RHODE ISLAND
GENERAL ASSEMBLY AT THE REGULAR SESSION, 1973"

ALCOHOLIC BEVERAGES: H5461 A; Eliminates certain records and methods of proving one's age for the purpose of purchasing alcoholic beverages and provides for the method of obtaining a majority identification card from the assistant director of transportation for motor vehicles.

BUSINESSES AND PROFESSIONS: H5123; Requires a private detective bond to have two private sureties or one corporate surety.

DOMESTIC RELATIONS: H6126; Exempts males and females over 55 or those unable to bear children or those previously immunized from taking a rubella test as a condition for the issuance of a marriage license.

HEALTH: S127 C; Requiring existing structures to conform to the fire safety code by July 1, 1974, and provides that owners seeking a variation from such provisions must petition the fire Safety Code Commission prior to July 1, 1973. A decision rendered by the commission pursuant to such petition must be compiled with by July 1, 1974.

HOLIDAYS: S539; Provides that the 11th day of October is to be known as General Casimir Pulaski day, such day to be observed with appropriate exercises in public places.

PROBATE PRACTICE: H5008; Allows the filing in Probate Court of affidavits of complete administration in lieu of final accounts. S302; Increases the amount of a small estate from \$1,000 to \$2,000 for purposes of probate procedure.

S67; Removes the deadline for purchase of military service credit for municipal employees in the municipal employees retirement system.

S64; Allows cities and towns to grant service retirement allowance for the members of their legislative bodies.

TAXATION: H6105; Amends several parts of the tax laws. Among other things taxes National banks in same manner as State banks, increases the fees for filing the notice of a lien or discharge under several tax statutes and clarifies the application of the sales tax to community antenna television and cable television services.

SPECIAL COMMISSION: H5304; Resolution creating a special legislative commission to study all laws pertaining to alcoholic beverages.

13 members:

5 House by Speaker- 2 minority

3 Senate by Lt. Governor- 1 minority

3 Representatives of public by Governor

1 Director of the Department of Business Regulation or his designee

1 Liquor control administrator or his designee

Report by March 29, 1974

Newsletter

R.I. TOWN AND CITY

CLERKS ASSOCIATION

PUBLISHED BY THE RHODE ISLAND DEPARTMENT OF
COMMUNITY AFFAIRS

No. 4

April, 1974

PRESIDENT'S MESSAGE

At a meeting of the executive committee of our association held March 14, 1974 at Camille's in Providence, we voted to endorse and actively support the two following bills:

73-S-471, an Act making the waiting period for non-resident women to obtain a marriage license the same as a resident, in other words, eliminates the five day wait for out of state females.

73-H-5858, an Act increasing the fees for certified copies of births, deaths and marriages from \$1.00 to \$2.00 each.

We took a position against 74-H-7189, an Act requiring town and city clerks to compile a list of all war veterans.

Please contact your respective State Representatives and Senators and advise them of your thinking as regards the above.

James Halliwell, Warwick and Joseph L. Gerardi, Cranston are co-hosts at our spring meeting to be held at the Valles Steak House, Post Road (state airport), Warwick on April 26, 1974. Cocktails from 6:30 p.m. to 7:30 p.m. and dinner to be served at 7:30 p.m. Please call Jim at 737-2211, Ext. 17 and notify him of your choice of the following:

Sirloin Steak	\$6.60
Baked Stuffed Shrimp	\$7.20

See you the 26th.

Bob

Robert A. Shea
Newport

RETIREMENT

Margaret A. Crepeau, Smithfield Town Clerk Emeritus, has decided to pursue a more serene and laissez-faire way of life, well deserved. She takes with her our very best wishes for good health and many years of happiness, God bless her.

Margaret A. Tobin was born in Providence on June 25, 1910 and moved to Esmond three years later.

After graduating from Esmond Grammar School and Providence Commercial High School, she completed courses at Bryant and Straton Business College and Brown University.

Margaret married Robert E. Crepeau on June 15, 1935. Mr. Crepeau died April 9, 1963.

FOURTY-SEVEN YEARS ago she began her tenure in municipal government serving as assistant town clerk, deputy town clerk and TWENTY-FIVE of those years as TOWN CLERK.

Margaret is a charter member of the Rhode Island and the New England Town & City Clerks' Association and an active member of the International Institute of Municipal Clerks. (President of R.I.T. & C.C.A. 1962-1964; Director of the following Board of Trustees: R.I.T. & C.C.A. 1965-1972, N.E.T. & C.C.A. 1968-1971, I.I.M.C. 1970-1972).

She also shares her time with the Greenville Library Association, the Mental Health Services of Rhode Island, Saint Michael's Church and the Smithfield Historical Society.

KEEP HANDY DURING TOWN & COUNCIL MEETINGS

THE ORDER OF PRECEDENCE OF MOTIONS SHALL BE AS FOLLOWS:

1. Fix the time to which to adjourn.
2. Adjourn.
3. Take a recess.
4. Raise a question of privilege.
5. Call for the Orders of the Day.
6. Lay on the table.
7. Previous question (2/3.)
8. Limit or extend limits of debate (2/3.)
9. Postpone to a certain time.
10. Commit or refer.
11. Amend.
12. Postpone indefinitely.
13. Main Motion.

The lowest in rank being at the last of the list, and the highest in rank being at the beginning of the list. When any one of them is immediately pending, the motions before it on the said list are in order and shall be acted upon first, and those below are out of order.

Debatable: Nos. 13, 12, 11, 10, 9.

Amendable: Nos. 13, 11, 10, 9, 8, 3, 1.

Reconsiderable: Nos. 13, 11, 10, 9, 7, 1.

CLARA R. MARSHALL IN LAND LEASING

The Town of Barrington, through the Green Acres Program, recently acquired the former Walker Farm whose approximate thirty eight (38) acres overlooks the Barrington River and the One Hundred Acre Cove.

Six (6) acres with rich thick top soil have been divided into three (3) parcels and further broken down into 20x30 plots known as "family farms".

Approximately four hundred (400) "family farms" are for rent to the general public on a first-come-first-serve basis at the "dirt cheap" price of \$10.00 for the season.

The town plans to plow and harrow the "family farms" and also provide picnic areas and shallow wells.

Clara's office maintains a lay out chart for each of the parcels and records the assignments of individual plots. The first day, Monday, April 14th, Clara opened for business at 8:00 a.m. and by 10:30 a.m. had processed one hundred and twenty-five (125) applications, one applicant all the way from Warwick.

The Barrington town officials are to be commended for their initiative in establishing the first such program here in Rhode Island.

Good Luck to Clara and her staff in their new enterprise.

TAX PAYMENTS PRIOR TO BUILDING PERMIT ISSUANCE

The following Act, 73-H-6431 Sub. A. entitled "Authorizing the City of Woonsocket to Require a Certificate of Payment of Taxes as a Condition Precedent for a Building License or Permit," passed by the General Assembly and signed by the Governor April 9, 1974, is reproduced for your information:

It is enacted by the General Assembly as follows:

SECTION 1. In addition to the authority set forth and granted in section 23-27-1 in chapter 23-27 of the general laws entitled "Building Regulation Generally", and as set forth and granted in section 23-28.4-1 in chapter 23-28.4 of the general laws entitled "Building Regulation Generally", the city council of the city of Woonsocket is hereby authorized to adopt ordinances prohibiting the issuance of a building license or building permit to any taxpayer of said city unless such taxpayer, as a condition precedent to the issuance of such license or permit, obtains a certificate executed by the tax collector of said city of Woonsocket, or his agent, that all taxes due said city of Woonsocket have been paid.

SEC. 2. The following proposition shall be submitted to the qualified electors of the city on an election date to be designated by the Woonsocket city council:.....

SHOULD PAYMENT OF WATER BILLS BE INCLUDED AND BOTH BE
REQUIRED PRIOR TO ISSUANCE OF ANY AND ALL LICENSES & PERMITS?....
State Wide

2nd Quarter PROMPTER

9-9-16 DRAWING & ENTRY OF JURY LISTS FROM TOWNS- The town council in each town shall in each year between the 1st & 15th day of April, and thereafter during the year and before the following 1st day of April, as often as may be necessary to carry out the provisions of this chapter, hold a meeting for the purpose of drawing grand and petit jurors.

17-9-4 EVENING REGISTRATION MEETINGS- The local boards in cities and towns of more than 10,000 population, as determined by the last federal census, shall between the 1st day of April and the 31st day of August in each even-numbered year, on such dates as they may severally designate, hold at least two (2) evening registration meetings of at least two (2) hours duration in each ward in the case of cities and in each voting district in the case of towns for the purpose of receiving registrations.

47-11-1 APPOINTMENT OF TOWN & CITY WEIGHERS- The town councils of the several towns and cities shall, annually, in the month of April, appoint not less than two (2) persons, for the purpose of weighing neat cattle slaughtered for sale in their respective towns.

17-9-23 REGISTRATION LISTS FURNISHED TO POLITICAL PARTIES- The local boards shall not more than once each week from May 1 to September 10 in every even year, if requested to do so by the state and/or city or town chairman of any political party, furnish w/o cost and w/o unreasonable delay or otherwise make available to such chairman, or his accredited representative, the names and addresses of all persons who have registered to vote in such town.

4-13-11 ANNUAL CENSUS OF DOGS-LIST OF LICENSES ISSUED- The town sergeant of each town, or such special constables as the town council of such town may appoint, annually in the month of April shall ascertain and make a list of the owners or keepers of dogs in such town and return such list to the town clerk on or before the last day of May..... and the town clerk shall within 2 weeks thereafter, furnish to the town sergeant or to each special constable so appointed and sworn, a list of all dogs licensed for the current year and a list of those not licensed, with the names of the owners or keepers thereof.....

2-17-18 REIMBURSEMENT OF CITIES & TOWNS FOR SUPPRESSION- Whenever any city or town shall expend funds for the suppression or elimination of Dutch elm disease in conformity with such plan it may request reimbursement from the state to the extent of $\frac{1}{2}$ of the total cost of labor and material used in such work; provided, however, that such work and cost records involved therein shall be inspected and approved by the director of agriculture and conservation, or his deputies, before reimbursement shall be made by the state.

17-9-5 LOCAL REGISTRATION AGENTS- The several local boards shall appoint a sufficient number of agents who shall serve throughout each year for the purpose of receiving registrations..... The several local boards or their agents shall additionally hold a special registration session in..... in the even-numbered years on or before July 5th for the state primary, and on or before August 5th for the state election.....

ELECTION LAWS BEING UP DATED

The implementation of the Central Voting Registration Act; the simplification of the Shut-In and Absentee ballot; a revised time table for filing for office to allow sufficient time for absentee voters to receive and return their ballot; and a new "referenda by number" act are included in a series of bills submitted by Secretary of State Robert F. Burns to the General Assembly during the 1973 and 1974 sessions.

The Central Registry Act, which will be featured in a future issue, is probably one of the most advance moves made in the direction of election reform, and could virtually eliminate the possibility of dual registration and vote fraud; provide an up-to-date listing of all Rhode Island voters, and inconjunction with the referenda law, simplify the usually complicated question submitted for voter approval at each general election. The proposal to simplify the forms and procedures for absentee and shut-in voters has been received with enthusiasm by members of the legislature and the general voting public. Under the terms of this bill absentee voters may have their ballot notarized in Rhode Island and will be permitted to cast their ballot within or outside the State.

To overcome one of the most common complaints of absentee voters, that they did not receive their ballot in time, the proposal to change the filing dates for office, is a practical solution to this problem.

The "referenda by number" Act could easily prove to be the most popular of the recommendations submitted by Mr. Burns. It provides for the simplification of the wording on each referenda; the notification to each registered voter in the State of various referenda to be placed on the ballot; and the numbering of the referenda for easy reference on election day. This law will provide Rhode Island with a better informed electorate; reduce substantially the long lines which formerly turned many voters away from the polls; and eliminate the need for any local community to be compelled to use paper ballots due to State referenda overcrowding voting machines.

Secretary of State Burns stated that he was enthused with the number of suggestions he had received in relation to the election laws. He plans to continue to study these ideas with the ultimate objective of providing the citizens of Rhode Island the most modern and up-to-date set of election laws possible.

If you have any questions regards the above you are encouraged to call 277-2340 seeking you answers.

NEW ENGLAND VERSION OF FAMED SYRACUSE IIMC
INSTITUTE TO BE PROPOSED

Clerks and deputy clerks may not have to travel to Syracuse University if a proposal can gain support. The Rhode Island Town and City Clerks' Association will seek support from the Executive Board of the New England Town and City Clerks' Association to apply for a regional annual one week institute to be held in Rhode Island.

The Rhode Island Department of Community Affairs will bear the annual technical and logistic burdens of making arrangements and notifying the clerks in the six states. The Department of Community Affairs has successfully held many training institutes on all the skills and principles of management which have been offered for the last five years at the "Annual Institute for Professional Clerks."

What will be proposed to the New England Town and City Clerks' Association and I.I.M.C. will closely follow the famed educational program. Three "tracks" will feature techniques and concepts in: Local Government and Public Confidence..... Interpersonal Relations- Serving your Public..... Studies in Community Analysis. Other areas to be covered beginning annually in September, 1975 are: Personnel Supervision and Administration in Municipalities, Contemporary Problems in Local Government (Energy, E.E.O., Cable TV, Public Finance), Labor Relations and Contract Administration, and Principles of Organizational Development. The Seminar will be developed to be certified by IIMC, as eligible for one-third of the necessary points towards the academic portion of their requirements for professional certification. The full-week program will draw on practical skills of New England clerks and academic portions will be drawn from the many Rhode Island Universities and Colleges suitable for local officials.

The first institute is planned to be held on the elegant campus of Salve Regina College, Newport, City-By-The-Sea. Costs are planned to be less than parallel ventures in California and Mississippi and to be similar to Syracuse, less travel expenses.

HOLIDAYS IN 2nd QUARTER

Palm Sunday	Sun April 7
Pass over (1st day)	Sun April 7
Good Friday	Fri April 12
Easter	Sun April 14
R.I. Independence Day	Sat May 4
Mother's Day	Sun May 12
Memorial Day	Mon May 27
Father's Day	Sun June 16
Independence Day	Thurs July 4

DRAFTING OF MUNICIPAL ORDINANCES

MUNICIPAL ORDINANCES, Text and Forms, by Thomas A. Matthews and Byron S. Matthews, has been added to the Library of the Division of Government Assistance.

This set consists of four volumes which serve as a practical guide or form book, and discusses the technique of drafting ordinances covering an extensive variety of subjects.

The authors have drafted complete codes of ordinances for over 150 municipalities, including the study of all of the ordinances in force in each, giving them an insight into the myriad of problems involved in such work.

As a result of their work for cities, towns and villages and their editing of current municipal problems, they have accumulated a mass of files and considerable experience in connection with municipal and urban area problems, the methods of meeting them, and the drafting of ordinances to effectuate these methods.

The preparation of an ordinance involves a particular skill in draftmanship, but, initially, of course, the authority of the municipality to deal with the problem at hand must be determined and also the manner in which that authority may be exercised. The governing body must reach a conclusion as to the method of meeting the problem. Drafting the resultant ordinance involves putting that decision into language acceptable to courts and get so phrased as to be understandable to the enforcing officials and to the public.

The forms contained therein cover every type of ordinance from those setting up the administrative offices to bond, franchise and contract ordinances. Included are all types of general ordinances regulating the conduct of the public.

These volumes can be of double value. They offer suggestions as to topics that such be covered or that it has been found expediate to regulate in some city or town at the present time, and presents ordinances in verbiage that has been found clear and understandable by the courts, administrative officials, and by citizens who must obey those ordinances.

Understandably we cannot allow these texts to be removed from the premises, however your request for information in drafting any ordinance on any subject will be immediately forthcoming and a copy of the form to be utilized will be included. These volumes are accessable to you and your legal department anytime you desire to stop in at 150 Washington Street.

IN MEMORIAM

Since the last edition of the Newsletter two of our municipal clerks have been called by their maker.

Louis H. Grenier, North Providence Town Clerk Emeritus, died April 18, 1974.

Lou was born in Georgiaville, Rhode Island, March 8, 1911 and was a resident of North Providence for forty-one (41) years.

He received his education in the Smithfield School system and the Rhode Island School of Design.

Lou was married to the former Antoinette Lizotte and is also survived by three daughters; Mrs. Donald (Claire) Hayden, Mrs. Peter (Kathleen) Pimental and Miss Barbara Grenier.

He was first appointed to office as a Councilman September 1941. Thirty-two (32) years dedication to municipal government; town councilman, clerk of the board of canvassers, clerk of the board of assessors, deputy town clerk and ten (10) years as town clerk.

Lou was a member of the Rhode Island Town & City Clerks' Association, the International Institute of Municipal Clerks and a Charter member of the New England Town & City Clerks' Association. He was also an honorary director and past president of the Central Credit Union, past member of the Centerdale Workingmen's Club, former Grand Knight of the St. Lawrence Knights of Columbus, member of William J. Adams Assembly 4th Degree and member of the North Providence Democratic Town Committee.

On January 19, 1974, Arthur A. Sherman, town clerk of Portsmouth, the oldest clerk in or out of office died.

Arthur was born in Portsmouth, March 6, 1882 and remained a resident of Portsmouth for these ninety-two (92) years.

He was educated at the McCorrie elementary school of Portsmouth and graduated from Kingston College, now the University of Rhode Island, Class of 1902.

Arthur served the State of Rhode Island as a State Representative, State Senator and Jury Commissioner for a total of approximately twenty-nine (29) years and served municipal government as town clerk for over thirty-one (31) years, SIXTY (60) YEARS in governmental services.

Besides being affiliated with the Rhode Island Town & City Clerks' Association he was an active member of the Masonic Order, Grange, Little League and others.

Louis and Arthur were dedicated devoted men whose kindness and brilliance will long continue to influence and inspire those who knew them.

RHODE ISLAND DEPARTMENT OF COMMUNITY AFFAIRS

FREDERICK C. WILLIAMSON, Director

DIVISION of HOUSING and GOVERNMENTAL SERVICES

RICHARD F. SYLVESTRE, Chief

GOVERNMENT ASSISTANCE SECTION

A. EDGAR LUSSIER, Supervisor

HENRY L. PAQUIN, Principal Community Assistance Specialist

JOYCE A. ROTELLA, Senior Clerk Stenographer

The preparation of this NEWSLETTER was financed in part through an urban planning grant from the Department of Housing and Urban Development, under the provisions of Section 701 of the Housing Act of 1954, as amended, and prepared by the Rhode Island Department of Community Affairs, 150 Washington Street, Providence, Rhode Island 02903.

Newsletter

R.I. TOWN AND CITY

CLERKS ASSOCIATION

PUBLISHED BY THE RHODE ISLAND DEPARTMENT OF
COMMUNITY AFFAIRS

No. 4

July, 1974

PRESIDENT'S MESSAGE

The Eight Annual Conference of the Rhode Island Town and City Clerks' Association held at the Newport Harbor Treadway Inn, Friday, June 21, 1974 was a great success.

We enjoyed the talk on "Geo-Coding" by Mr. Edward P. Kelly, Program Manager of the Natural Science Foundation. The Honorable Robert F. Burns, Secretary of State, enlightened us on the "Central Voter Registration System." Probate Judge Abraham Goldstein, Cranston, escorted us down a droll trail on "Probate Practice and Procedure".

I am informed that our participation in contributing material for this Newsletter is not too much to cheer about. The Government Assistance Section of the Department of Community Affairs is willing to put together this quarterly flyer, so the least we can do is join in this effort by passing on information that may be helpful to our fellow clerks and making comments and suggestions on what is to be printed.

See you in Bristol in September.

Robert A. Shea, President
City Clerk
Newport

SUMMARY of the PROCEEDINGS of the RHODE ISLAND GENERAL ASSEMBLY,
REGULAR SESSION, 1974, as effects the TOWN and CITY CLERKS' OFFICE

- Chapter 12 - H7047A; Establishes the State Emergency Crises Management Act.
- Chapter 33 - S62; Prohibits the showing of an "X" rated movie or preview film of such a movie on the same screen with any other movie which does not have the same "X" rate classification.
- Chapter 35 - H7193A; Relates to the submission of public questions to the electorate.
- Chapter 36 - H7194; Amends the election laws as they relate to filings for primaries which provides that declarations will be filed the first ten days in June, thereby enabling all the processes before the primary to be performed in an orderly fashion.
- Chapter 37 - H7195A; Amends the election laws in relation to absentee and shut-in voting in the following respects:
It eliminates superfluous language in the oath such as the voter has not been convicted of a crime or has not been offered a bribe.
The voter may sign before a notary public.
Absentee and shut-ins may cast their ballot both within and without the state.
- Chapter 42 - H7644; Reapportions the senate and house of representatives. It also increases the membership on senatorial and district committees where said committees include areas in more than one city or town.
- Chapter 75 - H5858A; Increases the fee for state and local vital statistics records from \$1.00 to \$2.00.
- Chapter 107- S2258; Allows the state to waive the requirement of taking a census on or before April, 1975, until April, 1985.
- Chapter 111- S2331A; Establishes an Automobile Body Repair Shop Commission to regulate and license the operation of auto body repairing or painting.
- Chapter 140- H5712; Permits cities and towns to expend any amount of money for the celebration of public occasions.
- Chapter 149- H7097; Eliminates the 200 ft. requirement of the premises of any public or parochial school or place of worship from the granting of a retailer's class B license whose sales of alcoholic beverages are incidental and subordinate to the sale of food.
- Chapter 153- H7367; Amends the law regarding witness fees so that if a city or town employee testifies before a court or grand jury and is compensated by his community, he will not receive a witness fee. This procedure is presently followed when employees of the state appear as witnesses.

- Chapter 188- S2134; Extends the time in which suit may be brought against a city or town for any tort from one (1) year to two (2) years after the accrual of the cause of action.
- Chapter 203- S207; Allows 'zoning' notices to appear in a newspaper of general circulation at least once each week for two (2) successive weeks.
- Chapter 228- H7514B; Provides for absentee voting by persons detained or imprisoned.
- Chapter 234- H7653; Permits voting places to be located outside of particular voting districts without requiring a finding that it is in the interest of public health, welfare or safety of the electorate to do so.
- Chapter 241- H7755A; Allows retailers to open for business at 12 noon on Victory day, Columbus day and Armistice day.
- Chapter 256- S2300; Establishes the Homestead Program.
- Chapter 261- H7408; Allows members of town legislative bodies to receive one full retirement year credit for service in excess of 6 months in any given one year period for retirement purposes.
- Chapter 289- H7795A; Directs that proceeds from games of chance be expended exclusively for charitable purpose.
-

TOWN CLERK for 25 YEARS

LAWRENCE W. KENYON, Town Clerk, Hopkinton, was born in Alfred, New York, July 15, 1900 and moved to Hopkinton three years later. He attended school in Ashaway, Town of Hopkinton.

Larry married Sarah M. Coon, August 19, 1924. He and Sarah presently reside on Burdickville Road. They have three daughters; Margurite A. Coon, New Jersey, Dorothy E. Palmer, North Kingstown and Ruth Szklany, Hopkinton.

FORTY-SIX years ago he began his tenure in municipal government serving as tax assessor, highway surveyor and TWENTY-FIVE of those years as TOWN CLERK.

Larry is a member of the Rhode Island and the New England Town and City Clerks' Association, the Ashaway Grange No. 50, the State and National Grange, the Hopkinton Historical Society and in his words, "a Rhode Island Damned Yankee for 71 years".

NEW ENGLAND REGIONAL ANNUAL INSTITUTE

At a meeting of the New England Association of City and Town Clerks' Executive Committee, held Friday, May 3, 1974, the Rhode Island Department of Community Affairs' proposal to conduct a yearly week long seminar was enthusiastically received. The directors offered limited financial support and proposed to canvass the municipalities in the New England States to ascertain the number of probable enrollees.

At the council of the International Institute of Municipal Clerks' Education Committee, held Friday, May 10, 1974, in Norfolk, Virginia, the proposed educational program was introduced. The committee offered their assistance and encouragement in effecting the program and noted that the recommendation is the first venture on a regional basis. The instruction bulletin entitled "Minimum Requirements of Educational Programs to Qualify for I.I.M.C.'s Recognition In Its Certified Municipal Clerks Program" was carefully analyzed and interpreted.

Mr. John J. Hunnewell, Executive Director I.I.M.C., has been most cooperative. We have received, from John's office, the curriculum for all six institutes held at the Syracuse University and the applications and curricula of the institutes at Santa Cruz, Arkansas, Mississippi State and Florida Atlantic.

Mr. Herman Rose, Supervisor of Community Development Training, Department of Community Affairs, has designed a questionnaire that will be mailed, with an accompanying message from John T. Carey, President, N.E.A. of C. & T.C., to all the town and city clerks in New England within the next week. The completed form will be returned to the Department of Community Affairs for evaluation.

IIMC ANNUAL AWARDS

Congratulations are due the Town Officials of the Town of Barrington and Mr. Joseph E. Coduri of the Bureau of Government Research, University of Rhode Island.

The International Institute of Municipal Clerks bestowed, in recognition of national achievement, decrees in the two following fields of endeavors:

1. Outstanding municipal report/publication.
2. Outstanding publications benefiting the clerks' profession.

The Barrington, Rhode Island Annual Report was runnerup in the IIMC First Annual Awards Program (first category).

The manual entitled "Handbook for Rhode Island Town and City Clerks" was runnerup in the IIMC Awards Program (second category).

Our felicitations and best wishes are extended to both of these authors.

PROGRESS REPORT ON BARRINGTON'S FAMILY FARMS

The '74 Land Rush is over at the Barrington Town Clerk's Office and four hundred twenty eight (428) 20' X 30' garden plots have been leased by the residents of the Town of Barrington and the neighboring communities of Bristol, Warren, Warwick, Cranston, Pawtucket, Providence, East Providence, Central Falls and Seekonk and Somerset, Massachusetts.

Some of the objectives of this project are to provide healthy and constructive recreational activity for the youth of the Town; to serve as a family experience which will benefit the interrelations of the family unit and to give all an opportunity to enjoy the natural beauty of Walker Farm. While not tending the crops, one may walk the Osamequin Nature Trail, launch a motor boat for a ride in the Barrington River, or just rest and relax on the picnic benches in the area.

The University of Rhode Island Extension Service has provided two gardening sessions at the Town Hall, giving instructions and encouragement to the novice gardeners. On June 19th the experts were at the site to answer any and all questions the gardeners had in the growing of their crops.

While the harvest has not yet been reaped, the enthusiasm still runs high and I am sure the project will receive a high priority for its continuation next year.

Clara R. Marshall
Town Clerk

ENERGY CRISES

WHAT CAN I DO?

When it comes to saving energy, what each of us does around home can add up to more than a drop in the barrel. For example:

One less hour a day of color TV saves a quarter-barrel of oil a year.

One less washing-machine load a week saves a half-barrel of oil a year.

One less clothes-dryer load each week saves a third-barrel of oil a year.

Using the dishwasher once for every two present uses saves $3\frac{1}{2}$ barrels of oil a year.

Using the air-conditioner one less hour a day from May through September saves a half-barrel of oil.

Bess Myerson, former Director of
Consumer Affairs, New York City

CENTRAL VOTER REGISTRATION

One of the most innovative advances in the modernization of the election laws of Rhode Island in recent years is the implementation of the Central Register System, providing for the recording and maintenance of the registration records of every voter in the state.

The initial benefit of the system was dramatized very sharply when it revealed the existence of over 1700 duplicate registrations on the books of the various cities and towns throughout the state.

The Honorable Secretary of State, Robert F. Burns, under whose initiative and direction the Central system has been put into effect, emphasized that the present duplications did not indicate any intention of fraud, but admitted the possibility of fraudulent voting anytime dual registrations were allowed to remain on the books.

The system has already paid dividends by being used in the selection of Grand and Petit Jurors for the coming year. An involved and painstaking process that usually took the Jury Commissioner and his staff from six to seven weeks to select a full complement of jurors, was completed by the Central Registry Computer System in less than an hour.

The office of the Secretary of State will have duplicate records of every registered voter in Rhode Island and printouts of every registered voter in each city and town can be furnished to the city or town at any specific time, eliminating their need to hire additional help to prepare voting lists and aid in relieving the pressure usually associated with the Boards of Canvassers at election time.

But one of the most interesting and important functions of the system will be in effect this year when every registered voter in the state will receive a brochure through the mail, listing the complete referenda questions which will be on the ballot in November, explaining each question in simplified terms, and designating each of the referenda by number. This will give every voter the opportunity to read and study each of the referenda well in advance of the election, which should result in a much better understanding of the propositions presented.

One of the fringe benefits of this phase of the system will be the easing of the long lines of voters at the polls on election day, and the aggravation and frustration of the voter in trying to read and decipher the fine print and legal phraseology of the various referenda.

At the Eight Annual Conference of the Rhode Island Town and City Clerks' Association, Secretary Burns lauded the town and city clerks and staff members of the various Boards of Canvassers, "Despite the problems faced by reapportionment and pending elections, the Town and City Clerks, members of the Board of Canvassers and their staff deserve special praise for the patience and understanding in assisting with the implementation of this system".

REVENUE SHARING

On Tuesday June 11th, Mr. Richard F. Sylvestre of the Department of Community Affairs and Mr. Joseph T. Mc Devitt of the Rhode Island League of Cities and Towns journeyed to Washington to address the Senate Subcommittee on Intergovernmental Relations. The committee headed by Senator Edmund Muskie of Maine was conducting hearings concerning the General Revenue Sharing Program. The Rhode Islanders were invited to testify by Senator John O. Pastore.

Prior to appearing before the Muskie Committee on Wednesday, June 12th, the men held meetings with members of the Rhode Island Congressional Delegation and staff members of the National League of Cities emphasizing the financial impact upon the Rhode Island municipalities if the program is discontinued and stressing the need for continuing the program.

The purpose of their trip was to attempt to combat the anti-revenue sharing sentiment shared by many congressmen. According to Sylvestre and McDevitt, the negative feeling toward this program stems from the lack of congressional involvement after the funds are appropriated and a feeling that several communities across the country are receiving funds not really needed.

The presentation was initiated by Mr. Mc Devitt who explained some of the problems cities and towns are faced with in obtaining federal funds under the old system of categorical grants. He stated that revenue sharing is "an alternative of federal revenues flowing back to local level without the restrictions imposed by narrow categorical grants". He added that no longer are neighboring communities competing for the same federal grant and "these unfettered funds are relieving the serious financial burden facing our municipalities and contributing to the development of many innovative programs on the local level".

Mr. Sylvestre demonstrated the impact the funds have had on the property tax burden for Rhode Island taxpayers. As of last June 30, 1973 the program resulted in a collective savings of \$2.53 on the property tax rate and estimated that as of this June 30, the saving will approach a \$7.00 saving.

Sylvestre commented that "cities and towns of Rhode Island are making maximum use of Revenue Sharing dollars. There is no squandering or frivolous spending. The citizens of our state are aware of the impact of these funds and can see the tangible results". He followed with several illustrative examples of how the funds have been used to improve the quality of municipal services. He also noted that the funds have been used to institute and conduct programs in every priority area. The Department of Community Affairs official urged the committee "to support the continuation of the General Revenue Sharing Program as a permanent component of our intergovernmental system".

CONTINGENT LIST OF LICENSES

Licenses and permits enumerated in Municipal Ordinances
(April 1, 1974 NEWSLETTER)

AMUSEMENTS

Automatic amusement devices	Billiard and pool halls
Bowling alleys	Circuses
Coin-operated amusement devices	Exhibitions and carnivals
Golf driving ranges	Kiddie parks
Miniature golf	Motion picture theaters
Outdoor motion picture theaters	Noncoin operated amusement devices
Public dances	Rebound tumbling centers
Shooting galleries	Skating rinks
Rental cart tracks	

FOOD AND BEVERAGE DEALERS

Alcoholic liquor	Private clubs
Delivery vehicles	Locker plants
Milk dealers	Peddling from vehicles
Vending machines	Milk vending machines
Restaurants	Bakeries
Ice cream manufacturers	

MERCHANTS

Auctioneers	Cigarette and tobacco dealers
Cigarette vending machines	Coal dealers
Florists	Hardware stores-Retail
Ice dealers	Itinerant merchants
Junk dealers	Lumber dealers
Paint and oil dealers	Pawnbrokers
Peddlers	Real estate dealers
Retailer's occupation tax	Secondhand stores
Service stations-Auto	Sidewalk sales

OTHER BUSINESSES

Ambulance service	Auto courts
Automobile salvage yards	Auto wreckers
Barber shops	Beauty parlors
Bankers and money changers	Beaches-Public
Building contractors	Catch basin cleaners
Chicken hatcheries	Drainlayer's licenses
Dry cleaners	Automatic dry cleaning machines
Electrical contractors	Expressmen and draymen
Fumigators	Garages
Handbill distributors	Hospitals
Hotels and rooming houses	House movers
Kennels and pet shops	Laundries
Self-service laundries	Machine shops
Motor transport depots	Nursing homes
Outdoor advertisers	Parking lots
Private patrol systems	Picnic groves
Ready mix plants-Cement	Scavengers
Slaughterhouses	Street vendors
Solicitors and canvassers	Solicitors (alternate ordinance)
Taxicabs	Tree trimmers and sprayers
Trailer camps	Used car dealers
Veterinary hospitals	Wrecking buildings

PROJECT MUNICIPAL

Project Municipal was a project of the Department of State Library Services which had as its focus a fostering of better relationship between libraries, library trustees and town officials. In too many cases these people only meet once a year at budget time. During this hectic period, it is not possible for a board of trustees to tell what their library is doing and how it improves the quality of life in their community.

For the implementation of Project Municipal, the aid of the Coordinators of the five Interrelated Library Systems was enlisted. Some libraries did very well with project municipal. Others tried their best. Here is a listing of some of the Projects that were implemented or planned.

Coventry Public Library: The Town Council, the Pawtuxet Valley Women's Club and the Jaycees co-sponsored a National Library Week Proclamation and events were held nightly in the library during this week.

Foster Public Libraries held a Sunday open house for Town Council members and the public. It was a successful event and the Town Council members explained the budget to the people who came.

Warwick Public Library held a presentation of their plans for renovation of the library. The mayor and a goodly number of Warwick officials were present. The total attendance for the program was over 100.

Westerly Public Library was assisting the Westerly Town Clerk in setting up an information retrieval system in the Town Hall.

Jamestown Philomenian Library was host for several Town Council budget hearings.

In Burrillville the Pascoag Public Library and the Jesse M. Smith Memorial Library held open house and despite stormy weather, many town officials were in attendance.

Pawtucket Public Library's most successful venture was a Bicentennial Breakfast which the mayor and other public dignitaries attended.

Barrington Public Library hosted a meeting of the Town Budget Committee.

GENERAL HOLIDAYS in 3rd QUARTER

Independence Day	Thurs. July 4th
Victory Day	Mon. Aug. 12th
Labor Day	Mon. Sept. 2nd
Columbus Day	Mon. Oct. 14th

Rhode Island is the only state to have a locally appointed and locally funded Bicentennial Commission in every community. The Rhode Island Bicentennial Commission, --ri76-- a state agency, has been given the responsibility to coordinate the activities of local committees, and to plan and promote other events throughout the state.

The Commission is currently compiling a list of historic sites and buildings throughout the state, and any help you can provide will be greatly appreciated. In addition, if you would like Bicentennial information brochures to distribute from your town or city hall, call or write the commission at 289 Promenade Street, Providence, R.I. 02908. Our telephone number is 272-1776.

BICENTENNIAL COMMUNITY CHAIRMEN

Barrington: FRANK B. WHITEMORE, 11 Devonshire Drive, Barrington 02806. 245-5424.
Bristol: COLONEL RUTH BRIGGS, 901 Hope Street, Bristol 02809 253-5320
Burrillville: WILLIAM R. TURNER, 15 Grove St., Pascoag 02919. 568-5734.
Central Falls: MAYOR FRANCIS X. GARVEY, City Hall, Central Falls 02863. 724-2626.
Charlestown: DAVID GODDEN, Crossland Park, Charlestown 02813. 364-6918.
Coventry: GERAMIN SAUTE, 2 Potter Court, Coventry 02816. 821-5923.
Cranston: PAUL J. TORTI, JR., 94 Davis Ave., Cranston 02910. 467-4699.
Cumberland: STEPHEN A. ADAMS, 389 Scott Rd., Cumberland 02864. 769-1520 (Ext. 25).
East Greenwich: GILBERT A. HEMPEL, 77 Terrace Dr., East Greenwich 02818. 884-6517.
East Providence: WALTER R. MARTIN, 16 Marshall Way, Rumford 02916. 434-6096
Exeter: BRIAN F. VAILL, Prov. Gas Company, 100 Weybosset Street, Providence 02903. 831-8800
Foster: MRS. MARJORIE MATTHEWS, Box A-30, Cucumber Hill Road, Foster 02825
Glocester: MR. EDWARD GAUTHIER, Chopmist Hill Rd., Chepachet 02814. 568-5735
Hopkinton: MR. NATHAN KAYE, RFD- Box 72, Ashaway 02804. 377-4770
Jamestown: MRS. PICKETT GREIG, Hamilton Ave., Jamestown 02835. 423-0111
Johnston: ROBERT K. PIRRAGLIA, Industrial Bank Building, Providence 02903. 521-6310
Little Compton: REV. ROBERT P. LAWRENCE, Box 35, Adamsville 02801. 617-636-2934
Lincoln: JOHN McDEVITT, 52 Riverside Dr., Lincoln 02865. 722-6455
Middletown/Portsmouth/Newport: R.I. INDEPENDENCE COMM., P.O. Box 1776, Newport 02840. (Frank Hale, II-847-8000)
Narragansett: JOHN D. DeMAYO, 62 Rockland St., Narragansett 02882. 783-4671
New Shoreham: JOSEPH V. CONNOLLY, Town Hall, New Shoreham 02807. 466-2653
North Kingstown: MRS. HAROLD CUTTING, JR., P.O. Box 82, North Kingstown 02852. 294-9671

BICENTENNIAL COMMUNITY CHAIRMEN
(continued)

North Providence: ROBERT ROBERTI, 12 Meadow View Blvd, North Providence 02911. 353-1638
North Smithfield: GILBERT MOORE, Main Street, Slatersville 02876. 766-5774
Pawtucket: JOHN F. SHERLOCK, Jr., 33 Robert Street, Pawtucket 02861. 331-9300, 725-4350
Providence: FRANK DARIGAN, City Hall, Providence 02903. 421-7440
Richmond: PAUL H. MICHAUD, RFD, Wyoming 02898. 539-7508
Scituate: MRS. EARL W. DAVIS, RFD #3- Box 73B, North Scituate 02857.
Smithfield: JOHN F. EMIN, JR., John Mowry Road, RFD, Esmond 02917. 231-3117
South Kingstown: DR. WILLIAM METZ, 59 Cherry Road, Kingston 02881. 789-6239
Tiverton: MRS. CLAUDIA BOISSONEAU, 180 Stafford Road, Tiverton 02878. 625-5557 or 624-8483
Warren: JOSEPH LAMARCA, Old Ironsides Restaurant, 249A Market Street, Route 136, Prov. & Newport Hgwy, Warren 02885. 245-9438
Warwick: AMEDEO MEROLLA, 449 Love Lane, Warwick 02886. 884-7339
Westerly: ROBERT DRYSDALE, III, 6 Spruce Street, Westerly 02891. 596-2159
West Greenwich: CHARLES A. RUSSELL, Hopkins Hill Road, West Greenwich 02816.
West Warwick: BERNARD MAGIERA, 90 Earl Street, West Warwick 02889. 821-9041
Woonsocket: REP. ROGER BEGIN, 443 Welles Street, Woonsocket 02895. 762-3826

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LISTENING TAKES COURAGE

Why is the seemingly simple act of nondirective listening so difficult to accomplish? The best answer probably lies in the fact that such listening requires a kind of courage that few of us has ever mustered. Whenever we listen thoroughly to another person's ideas we open ourselves up to the possibility that some of our own ideas are wrong. Most of us fight change, especially when it has to do with altering thoughts that may have been with us since childhood. Therefore, when we listen, something from inside makes us want to fight the change in our thinking that might be brought about by what we hear. "Hold on there," we are urged to say. "You must be wrong. That isn't the way I think. And you're not going to change my mind. I won't allow it. Now listen to me." To face up to the possibility of changing our minds require courage. Without it nondirective listening is all but impossible. Lack of courage prevents us from opening our ears to whatever may be said, from trying sympathetically to understand the other person's point of view. We must be aware of the role we should play as listeners when meeting the widespread human need to be heard.

RHODE ISLAND DEPARTMENT OF COMMUNITY AFFAIRS

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Newsletter

R.I. TOWN AND CITY

CLERKS ASSOCIATION

PUBLISHED BY THE RHODE ISLAND DEPARTMENT OF
COMMUNITY AFFAIRS

No. 6

November, 1974

Congratulations and Best Wishes are in order for the following
elected Town Clerks:

ORLANDO J. BISBANO	Bristol
NORMAN H. MAINVILLE	Burrillville
JEAN M. CLARKE	Charlestown
EVELYN M. GREENE	Exeter
MARGERY F. BORDERS	Foster
JOSEPHINE T. LANGWORTHY	Hopkinton
PHILLIP B. WILBUR	Little Compton
EDITH L. BLANE	New Shoreham
ERNEST PLATT	Portsmouth
CAROLYN M. STONER	Richmond
ROGER D. MEDBURY	Scituate
WILLIAM J. FRENCH	Tiverton
CHARLES H. ALFRED	Warren
CORA M. LAMOUREUX	West Greenwich

"Welcome aboard Josephine, Carolyn & Bill."

To all of you GOOD HEALTH and the BEST of LUCK in your up-
coming term.

BURRILLVILLE CHAMBER SALUTES MAINVILLE

Town Clerk Norman H. Mainville, unopposed during most of his 14 years in the office, was honored by the Burrillville Chamber of Commerce with its second annual outstanding citizen award at the annual dinner-dance attended by more than 200 members and guests Saturday night at Wright's Farm.

Mainville was presented a plaque by President Morris LeBlanc who traced the career of the honored guest with particular emphasis on community service.

Past president of the New England and Rhode Island Associations of City and Town Clerks, Mainville was first elected town clerk in 1960 after a single term as town councilman.

CONGRATULATIONS Norm.

CODE OF ETHICS

Be It Remembered that I hold an office of Public Trust, and as the Municipal Clerk of my Town, do by these presents pledge:

To uphold constitutional government and the laws of my community;

To so conduct my public and private life as to be an example to my fellow-citizens;

To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach;

To be ever mindful of my neutrality and impartiality, rendering equal service to all;

To record that which is true and preserve that which is entrusted to me as if it were my own; and

To strive constantly to improve the administration of the affairs of my office consistent with applicable laws.

Realizing the aims and purposes for which our Government was established, these things I subscribe so to do.

The above declaration is signed, framed and displayed in Peg Conlon's office in West Warwick's Town Hall.

MUNICIPAL CLERKS PROBATE WORKSHOP

The Department of Community Affairs has received many complimentary letters from clerks, who attended the October seminar, praising and thanking the people responsible for organizing and presenting the workshop and making the Probate Clerks' Handbook available.

Many of you have requested a 're-play' of the workshop and the tentative plan, at the present, is to schedule a duplicate seminar for the latter part of January.

Twenty-two (22) handbooks have been sold to attorneys through the Pawtucket Probate Clerks' office, just by placing her copy of the manual on the counter, and several lawyers have purchased the guide directly from the department. The more copies of this instructive book made available in the field will mean better prepared probate forms submitted to the probate clerk.

The Government Assistance and Community Development Training Section of the Department of Community Affairs express its recognition of the efforts expended in helping to prepare a very fine Probate Seminar and Handbook to Margaret E. Conlon C.M.C., West Warwick; Florence L. Soloveitzik, C.M.C., Westerly; Rose M. Crawshaw, Acting Probate Clerk, Pawtucket; Margaret A. Crepeau, C.M.C., Smithfield Town Clerk Emeritus; and say "Thank you for a job well done."

CLARA'S FAMILY FARMS

Now that the harvest season is over, let's take a look at the Family Farms on Hundred Acre Cove in Barrington.

For many of the gardeners, this was their first time tilling the soil and much has been learned. For about 80% of the "farmers" the gardens have been very productive. And, of course, some of the gardens were taken over by the weeds.

I think everyone concerned would agree that a 20 x 30 garden plot requires a great deal of time and attention and next year should be a breeze, with all the knowledge gained this year.

Yes, there really are many looking forward to next year and requesting reservations for the '75 growing season.

So, fellow Clerks come on down, it's first come, first serve, but I'll save a good spot for you!

Clara R. Marshall
Town Clerk

CERTIFIED MUNICIPAL CLERK

On November 13th the International Institute of Municipal Clerks announced that Orlando J. Bisbano, Town Clerk, Bristol, Rhode Island has been awarded the designation of Certified Municipal Clerk.

Lanny completed the three year Annual Institute for Professional Clerks held at Syracuse University.

CONGRATULATIONS LANNY

HOUSING & COMMUNITY DEVELOPMENT ACT OF 1974

For the first time, the Department of Community Affairs is reaching out to Council Members and Policy leaders in a series of meetings. Subject to the Briefing Orientations will be the Housing and Community Development Act of 1974 and the opportunities offered by the Federal block grants under Title I; Community Development. The purpose of the Briefings is for municipal officials to understand enough about the federal monies to determine their usefulness to one's own town or city.

Standard to each Briefing is a special Rhode Island adaptation of the National League of Cities' Slide Presentation. This is comprehensive and covers the:

- Objectives
- Eligible Activities
- Application Contents
- Entitlements and Allocations to each of the 39 Cities and Towns.

The Slide-Sound Presentation is available for you to display to any local or professional group.

LORD MAYOR OF COVENTRY, ENGLAND

On Tuesday, August 27, 1974, Lord Mayor Dennis Berry of Coventry, England, paid a visit to the Town House of Coventry, R.I.

Monique Capwell, Town Clerk, conducted a guided tour of Coventry's seat of government and described the duties and responsibilities of the several offices.

On the following Thursday, Monique was hostess to a news conference in the Town House for his Lordship.

FORMS MANAGEMENT

Common to all government functions at all levels, forms are the principal means of collecting, organizing, recording, and transmitting information for both management and operations. Forms must provide for clarity, accuracy, speed, and ease in using the information. To do the job properly, forms must facilitate the procedures they serve with minimum effort and cost. While paper and printing cost is important, the real cost of forms is hidden in collecting, filling in, processing, and maintaining the information they contain....

Forms and related procedures must be analyzed and designed to insure that they effectively serve their intended purposes. Continuing reviews of forms to keep up with the changing requirements, programs, and techniques in accomplishing your town or city's communications and distribution forms, and simplify, consolidate, and standardize necessary forms.

Forms management:

- Tailors each form to fit its procedure, not the procedure to fit the form.

- Designs each form to facilitate fill in and extraction, by hand or by machine.

- Views each form as part of a paperwork chain, and considers its processing.

- Standardizes forms and their usage.

- Eliminates duplication, and combines forms of a similar purpose.

- Reduces printing and stocking costs.

The Town/City Clerk Must:

- Periodically review forms to eliminate the unnecessary, and to combine those calling for the same information.

- Streamline forms to furnish only needed information.

- Keep the form as simple as possible; the ideal form is self-explanatory, clear and easy to use.

- Analyze the cost of forms in relation to the value of the information provided. Eliminate those not paying for themselves. Make recommendations, design or procedural, on any form that would increase the efficiency of the organization.

The material used in this outline comes from one portion of the department of the Navy's Paperwork Management Program, which has made great contributions to the economy and effectiveness of the Naval Establishment.

BE A PROFESSIONAL

The real heroes in life are the people you can depend on, twenty-four hours a day, day-in and day-out.

TOWN CLERK for 29 YEARS

Phillip B. Wilbur, Town Clerk, Little Compton, was born in a Fall River, Massachusetts hospital, November 14, 1915 and has been a resident of Little Compton all his life.

He attended Little Compton's Elementary Public Schools, and B.M.C. Durfee High School in Fall River, Mass. Phil also attended the University of Alabama and Bryant College.

Thirty-four years ago he began his tenure in municipal government serving as deputy town clerk and TWENTY NINE of those years as TOWN CLERK.

Phil is a member of the Rhode Island Town & City Clerk's Association.

Bureaucrats and the Energy Crisis

"Bureaucratic gassing can save gas," said Jim Boren, President of the National Association of Professional Bureaucrats. "And if we orchestrate the activity level of bureaucrats for various times of the year, literally billions of cubic feet of gas could be saved."

A bureaucrat at rest (desk-sleeping) uses approximately 400 BTU's (British Thermal Units) per hour. A bureaucrat chasing a secretary or a taxpayer down the hall utilizes approximately 600 BTU's per hour. (This figure is based on the assumption that a person being chased is unaccommodating and wishes to avoid falling within the parametric orbits of the chasing bureaucrat.)

If, for example, the 2,739,259 civilian bureaucrats in the Executive Branch were to reduce their activities in the warm months and increase their activities in the cold months, a saving of 1,366,000,000,000 BTU's, or approximately 1.4 billion cubic feet of gas could be made. The Boren Plan would limit warm month activities to desk-sleeping, fingertapping, quiet mumbling, prodigious pondering, orbital delegating, non-problem telephoning, and cautious paper-shuffling. During the winter months, the bureaucratic activities would be elevated to include person-chasing, hall walking, jogging to water coolers, coffee shops, and rest-rooms. Such a plan would reduce the consumption of energy for air conditioning in the warm months and for heating during the winter.

"If the Boren Plan could be applied to military bureaucrats, and to the civilian bureaucrats in the Judicial and Legislative branches of the federal government, the state, county, city, corporate and academic bureaucrats, the savings would amount to several billions of cubic feet of gas each year", Boren said. "Today, as President of NATAPROBU, I ask all bureaucrats to join together in the spirit of adjustive fingertapping, retrogressive restraint and numblistic unity which form the keystone of our great philosophy of dynamic inaction."

RHODE ISLAND DEPARTMENT OF COMMUNITY AFFAIRS

FREDERICK C. WILLIAMSON, Director

DIVISION of HOUSING and GOVERNMENTAL SERVICES

RICHARD F. SYLVESTRE, Chief

HENRY L. PAQUIN, Principal Community Assistance Specialist

JOYCE A. ROTELLA, Senior Clerk Stenographer

The preparation of this NEWSLETTER was financed in part through an urban planning grant from the Department of Housing and Urban Development, under the provisions of Section 701 of the Housing Act of 1954, as amended, and prepared by the Rhode Island Department of Community Affairs, 150 Washington Street, Providence, Rhode Island 02903.

Newsletter

R. I. TOWN AND CITY

CLERKS ASSOCIATION

PUBLISHED BY THE RHODE ISLAND DEPARTMENT OF
COMMUNITY AFFAIRS

No. 7

January 1975

I AM THE NEW YEAR

I am here, but once past, I can never come again. How will you use my precious minutes?

In each hour of my three hundred and sixty five days you have sixty minutes. It remains for you to fill them with honesty, love, endeavor, patience and trust in God and your fellow man.

I stretch before you unused, without blemish, unspoiled. Each day a new leaf in your "Book of Life." On it you will place your imprint.

If you write with firm steady strokes the pages will be a joy to look upon. If your pen falters, if uncertainty and doubt should mar the pages, it will be a day, a year to remember with sorrow. So make the most of me and

HAPPY NEW YEAR

BONNE et HEUREUSE ANNE

BUENOS AÑOS NUEVO

BUON CAPODANNO

GLÜCKLICHES NEUES JAHR

GOTT NYTT AR

GODT NYTAAR

FELIZ AÑO NOVO

NA HATHBHLIANA

WESOLEGO NOWEGO ROKU

REMINDER MEMO PROMPTER HINT REMINDER MEMO PROMPTER HINT

The Annual meeting of the Rhode Island Town and City Clerks' Association will be held Thursday, January 23, 1975 at the Ramada Inn, Fall River Avenue, Route 6, Seekonk, Massachusetts.

Cocktails from 6:00 p.m. and dinner to be served at 7:00 p.m.

Clara is waiting for your reservation. See you in a couple of weeks.

NEW YORK CITY LEGISLATES TOUGH ANTI_SMOKING STAND

Beginning November 1, smoking in elevators, supermarkets and hundreds of public places became illegal under a strict new Health Department ban in New York City.

Violators can be fined up to \$1,000 and jailed for up to 12 months. The ordinance will be enforced by some 250 city sanitarians who, following a two week "honeymoon" period of issuing warnings, will begin passing out summons.

In addition to covering all elevators and retail food stores, the smoking ban requires that 80 per cent of the seats in all public gathering halls be reserved for non-smokers. The same applies to all enclosed public places in which 50 or more persons meet for religious, recreational or social purposes.

An attempt to extend the ordinance to restaurants didn't work out as there was too much opposition from restaurant owners, city spokesmen said. A similar ordinance was recently approved in Dade County, Florida.

AGONIZING DECISION?

Most Councils in the State are now deciding whether or not to investigate the Housing and Community Development Act of 1974 or deciding whether or not to apply for Discretionary Balance grants. If your Council President wishes confidential information on Community Development Title I, Discretionary Grants procedures, or Housing Assistance procedures make them aware that this advice is available from the Department of Community Affairs. A call to me at 277-2854 will put them on the right track.

P E A C E and H A P P I N E S S

HOUSING AND COMMUNITY DEVELOPMENT ACT

HUD funds are grants to the community which requires no matching local funds- 100% grants.

Scheduled Appropriations: Fiscal Year 1975 \$2.5 Billion
 " " 1976 \$2.95 Billion
 " " 1977 \$2.95 Billion

	<u>Year 75</u>	<u>Year 76</u>	<u>Year 77</u>
Total funds within State:	\$21,004,000	\$22,063,000	\$20,967,000
Total available funds for:			
Barrington, Bristol, Burrillville, Coventry, Cumberland, East Greenwich, Jamestown, Johnston, Lincoln, North Kingstown, North Providence, North Smithfield, Scituate, Smithfield, South Kingstown, Warren, West Warwick.	\$ 467,000	\$ 1,667,000	\$ 909,000
Total available funds for:			
Charlestown, Exeter, Foster, Gloucester, Middletown, New Shoreham, Richmond, West Greenwich	\$ 107,000	\$ 153,000	\$ 161,000
Central Falls	\$ 416,000	\$ 416,000	\$ 416,000
Cranston	461,000	485,000	740,000
East Providence	548,000	548,000	548,000
Narragansett	571,000	571,000	571,000
Pawtucket	5,901,000	5,656,000	5,330,000
Providence	9,074,000	8,645,000	8,216,000
Warwick	384,000	597,000	910,000
Woonsocket	1,678,000	1,678,000	1,678,000
Total available funds for:			
Hopkinton & Westerly	\$ 45,000	\$ 160,000	87,000
Total available funds for:			
Little Compton, Portsmouth, Tiverton	\$ 53,000	\$ 188,000	\$ 102,000
Newport	\$ 1,299,000	\$ 1,299,000	\$ 1,299,000

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Newsletter

R. I. TOWN AND CITY

CLERKS ASSOCIATION

PUBLISHED BY THE RHODE ISLAND DEPARTMENT OF
COMMUNITY AFFAIRS

No. 8

April 1975

PRESIDENT'S MESSAGE

Dear Associates:

The annual meeting of the Rhode Island Town and City Clerks Association was held January 23rd at the Ramada Inn, Seekonk.

Honorable James J. Mullen, Council President of the Town of Barrington, installed the following slate of officers:

President;	Clara R. Marshall,	Barrington
Vice President;	Joseph L. Gerardi,	Cranston
Secretary;	Rosamond A. Tefft,	Jamestown
Treasurer;	Frank M. Campagna,	Middletown

County Vice Presidents;

Bristol;	Orlando J. Bisbano, CMC.,	Bristol
Kent;	Monique Capwell,	West Warwick
Newport;	Ernest Platt,	Portsmouth
Providence;	Pauline M. Andre,	No. Providence
Washington;	Arline B. Klingensmith,	Narragansett

I have appointed the following Committees:

Executive;	Robert A. Shea,	Newport
	Lillian L. Hackett,	No. Kingstown
	Anne A. Mandeville,	No. Smithfield
Legislative;	Ernest E. LaFond, Chm.	Woonsocket
	Joseph L. Gerardi,	Cranston
	Norman H. Mainville,	Burrillville

During the business meeting the sum of \$175. was appropriated to provide a scholarship for a Clerk or Deputy Clerk attending the continuing education program for certification to be held at the Salve Regina College this August.

On February 27th a meeting of the Executive Committee was held and recently retired Clerks, Hazel H. Dyson, James Halliwell,

Alton E. Chace and Lawrence W. Kenyon were named Honorary Members of our Association.

The Committee adopted the requirements for the scholarship award and the format of the application, which is substantially the same as required by the New England Association of City and Town Clerks. It was the suggestion of the New England Association that the Selection Committee be made up of three (3) Certified Municipal Clerks.

Florence L. Soloveitzik, CMC, Westerly, Orlando J. Bisbano, CMC, Bristol and Charles H. Alfred, Jr. CMC, Warren have agreed to serve on the Selections Committee.

We have applied to the Rhode Island League of Cities and Towns for a grant of \$1,000., from IPA Funds, to be divided equally among those Rhode Island clerks or deputies attending Salve Regina. At this time, we are awaiting a reply to this request.

JUNE CONFERENCE-SAVE THE DATE- Friday, June 20, 1975 at the Sheraton Islander in Newport. Joe Coduri of the Bureau of Government Research is hard at work with all the details. Hope to have more about this at the April meeting.

The Department of Community Affairs is planning another Probate Seminar for us in the very near future. They presently have planned a Parliamentary Procedure Workshop. This should be of great value to all of us and I would urge each and every Clerk to set aside either April 21st or April 22nd for attendance at one of these workshops. Please return your registration form as soon as possible.

On March 14th the Legislative Committee met and Ernie has several bills that the committee would like us to support. The Probate Fee Bill has been introduced again this year and we will be working to get this bill through. You all have received a copy of the action taken by the legislative committee, please further your support by informing your Senators and Representatives that you are seeking their assistance in passing or defeating the bills as indicated.

See you at the April meeting in North Kingstown.

Clara Marshall,
President

REMINDER REMINDER REMINDER REMINDER REMINDER

The quarterly meeting of the Rhode Island Town and City Clerks' Association will be held Thursday, April 17, 1975 at the Carriage Inn, North Kingstown.

Cocktails from 6:00 p.m. and dinner to be served at 7:00 p.m.

PARLIAMENTARY PROCEDURE SEMINAR

The Department of Community Affairs is offering two (2) one-day concentrated workshops on Parliamentary Procedure, April 21st and 22nd. The course is offered at the request of the town and city clerks and an invitation to attend is extended to the Council Presidents and the Town Moderators.

Mrs. Henrietta Marjan, a registered professional parliamentarian, will conduct each seminar. Being a retired town clerk, Palos Heights, Illinois, she has had extensive experience working with municipal parliamentary procedure.

The workshops, each covering the same material, will be held in the Faculty Dining Room at the Rhode Island Junior College, Warwick (Shopping Mall exits off I-95) and will begin promptly at 8:30 a.m. and will continue until 5:00 p.m.

The twelve (\$12.00) dollars registration fee includes the full day's workshop, a special packet of materials and luncheon.

Since a workshop attendance of more than thirty (30) participants would restrict individual and group participation two dates have been reserved. Should there not be enough registrations for two workshops, Tuesday, April 22nd will be the designated day.

Your registration should be received by the Community Development Training section of the Department of Community Affairs no later than April 8th.

ARE YOU AN ENERGY ILLITERATE?

a. Cleaning air-conditioning filters	Saves
b. Cooking food fast at high heat	Wastes
c. Doing full but fewer loads in washer	Saves
d. Using pan of water on radiator in winter	No effect
e. Switching to flourescent bulbs	Saves
f. Pre-heating oven for 10 (not 15-20)minutes	Saves
g. Using pressure cooker	Saves
h. Closing drapes at night in winter	Saves
i. Using self-cleaning oven features	Wastes
j. Washing clothes in cold-warm(not hot)water	Saves
k. Putting in storm windows	Saves
l. Turning off lights when you leave a room	Saves
m. Air conditioner with 6(not 8)efficiency ratio	Wastes
n. Color (rather than black & white) TV	Wastes
o. Solid-state (rather than tube) TV	Wastes
p. Frost-free refrigerator or freezer	Wastes
q. Instant-on (vs. slow warm-up) TV	Wastes

Correct Answers on one of the succeeding pages

CERTIFIED MUNICIPAL CLERK INSTITUTE

Like all professionals, in public service, the municipal clerk today recognizes momentous changes affecting his or her life, outlook and work. Keeping up-to-date with the social, political and economic changes, which affect our future, is a very difficult task. Continuous training of the town and city clerks is widely recognized as a necessary activity to improve their skills, to keep up with the changing technological and other advances, and to provide quality service to the public.

An Annual New England Regional Institute for Professional Municipal Clerks, sponsored by the New England Association of Town and City Clerks, with the assistance of the Rhode Island Department of Community Affairs, will be inaugurated the week of August 24-29, 1975 at the Salve Regina College, Newport. The cost of tuition, accompanying materials, housing meals, special events and all related charges will be \$175.00.

The academic program, below, to be presented at this institute will meet the strict minimum requirements of educational programs to qualify for the International Institute for Municipal Clerks recognition in its certified municipal clerks' program.

PROPOSED ACADEMIC PROGRAM (AUGUST 24th-29th, 1975)

CONCEPTS AND PRACTICES OF PUBLIC ADMINISTRATION

Current Topics of Intergovernmental Relations:	3 hrs.
Legal Aspects of Municipalities:	9 hrs.
Introduction to Municipal Fiscal Policy:	2 hrs.
Motivation and Personnel Management:	1 hr.

PROBLEM-SOLVING AND PLANNING 10 hrs.

ELECTIVES

Records Management;	4 hrs.
Computer Applications for Clerks:	2 hrs.
Title Search and Recording:	2 hrs.
Better Reports and Written Communication:	2 hrs.

We believe that this scholastic program will make a major contribution for participating clerks to meet their own goals, thereby moving toward effective, responsible and productive local government in Rhode Island.

TODAY'S CHUCKLE

Men no longer hide behind women's skirts- but neither do women.

Are you an energy illiterate? All are TRUE

FEEDBACK OF MAIL SURVEY

Last summer you received a list of several topics that could be meaningfully dealt with in a week long institute, that is, the Certified Municipal Clerks Institute.

The following tally is listed in the order you indicated as being of prime interest:

- a. Records Management
- b. Recording & Title Search
- c. The Computer & The Town Clerk
- d. Better Writing & Reports
- e. Intergovernmental Relations
- f. Public Relations
- g. Municipal Fiscal Policy & Budgeting
- h. Local Government & The News Media
- i. Communications (interpersonal)
- j. Legal Aspects of Municipalities
- k. Planning & Problem Solving
- l. Women in Government
- m. Effective Listening
- n. Principles of Organization Design
- o. Personnel Management

In order to properly schedule time and expenditure, towards a training program for the municipal clerks, further refining of above table is necessary. Take a few minutes from your busy schedule and select the six topics that you feel are most desired in your office and list them in the order of importance you place on each. If there is a subject you feel should be listed, include same in your choices. (see below)

Indicate the number of days you could or want to devote to class attendance during this coming year.

To defray costs of such programs nominal registrations fees, ranging from eight to twelve dollars, including luncheons, plus, will normally be charged, however we do not want you to absent yourself on account of this expense.

A copy of this newsletter is being mailed to each Municipal Chief Executive, to apprise them of your training program.

-----cut-----here-----and-----forward-----to-----me-----

Please indicate your preferences, 1st being 1, second being 2, etc.

a _____	f _____	k _____
b _____	g _____	l _____
c _____	h _____	m _____
d _____	i _____	n _____
e _____	j _____	o _____

Number of days to be devoted to classes _____

RICHMOND'S FIRST WOMEN TOWN CLERK

HAZEL H. DYSON, Retiree, former town clerk, Richmond was born in Pawtucket, R.I. October 22, 1917 and moved to Richmond in 1917. She attended grammar school in Richmond and graduated from Westerly High School.

Hazel married Charles H. Dyson April 25, 1936.

Approximately thirty-seven years ago she began her service in municipal government serving as deputy town clerk, town auditor, clerk of the Board of Assessors and ten years as Town Clerk.

When Hazel was appointed Town Clerk to fill the unexpired term of Oscar Barber, March, 1950 she became the first woman Town Clerk in the Town of Richmond.

GOOD LUCK HAZEL

SCHOLARSHIPS

As mentioned in the President's Message, the Rhode Island Town & City Clerks' Association has set up a \$175.00 scholarship for a clerk or deputy clerk to attend the Certified Municipal Clerk Institute. The New England Association of City & Town Clerks was the originator in establishing a scholarship for this coming Annual Institute for Professional Clerks.

Within the next several weeks information, on above, and applications will be forwarded to all members of both organizations.

By the time you receive this newsletter the New England Regional Certified Municipal Clerks Institute, 1975, 1976 & 1977 proposal will have been submitted to the International Institute of Municipal Clerks for recognition and creditation.

RHODE ISLAND DEPARTMENT OF COMMUNITY AFFAIRS
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Newsletter

R. I. TOWN AND CITY

CLERKS ASSOCIATION

PUBLISHED BY THE RHODE ISLAND DEPARTMENT OF
COMMUNITY AFFAIRS

No. 9

June 1975

PRESIDENT'S MESSAGE

Dear Fellow Clerks:

The Annual Conference of the Rhode Island Town and City Clerks' Association was held on Friday, June 20, 1975 at the Sheraton Islander, Goat Island in Newport.

Twenty-two communities were represented at the Conference, together with officials of the Department of Community Affairs, the Bureau of Government Research and the State Division of Vital Statistics.

Mr. Albert W. Short, Director of the Records Management Division of the National Archives and Record Service was our speaker for the morning session. Mr. Short urged the Association to implement a Records Management Program in the city and town clerks offices in Rhode Island, and Mr. Frank Farley of the Department of Community Affairs presented an outline of a plan to initiate such a program. This would include proposing and sponsoring legislation for keeping and/or disposing of certain records; surveying and inventorying records now in the offices; development of a standard filing system and the implementation of the Records Management Program by training records custodians and the publishing of an approved manual. The DCA will be working out the details of this program and we will be hearing much more from them in the near future.

At the afternoon session David Anderson, Professor of Journalism at the University of Rhode Island spoke to us on public relations developing relationships with our subordinates, with our department heads and most importantly, with the general public. Professor Anderson also emphasized the role of the press in public affairs.

The final session of our Conference was devoted to election laws. Mr. Leonard Clingham, Jr. in the Law Revisions Office of the

Secretary of State's Office outlined legislation that had passed in the 1975 Session of the General Assembly. Included is the Emergency Absentee Ballot which we were introduced to at the June 24th Special Election. Also, the elimination of notification of a voter who has not voted in 26 months, and the transfer of the voter to Inactive Status. Mr. Clingham said that there would be no need for us to keep the Inactive book. He also touched upon the Presidential Primary coming up in June of 1976 and outlined the proposed amendments to the Primary Law which are expected to be considered at the 1976 Session of the General Assembly. Following Mr. Clingham's talk, he was treated with a lively question and answer period.

A short business meeting followed, and we then adjourned to a delightful social hour, sponsored by Hall-McChesney, and then dinner in the Seaside Room overlooking Newport Harbor.

I am sure that all of you who attended can attest to the benefits received at this Conference. For those of you who were unable to be with us, we hope you will join with us next time.

Clara R. Marshall,
President

WOODCHUCK NOSE WORTH .15 CENTS

If you live in Hopkinton you can bring your dead woodchuck to town hall, where Josephine, town clerk, will watch you cut off the nose, then pay you .15 cents for it.

Hopkinton is one of the four towns in the state that still pays bounties for animals judged to be in excess or just plain nuisances. But the practice seems to be more the preservation of a quaint tradition than the encouragement of elimination of the pests. Josephine cannot find an ordinance calling for the bounty to be paid. Larry Kenyon, former town clerk admits the practice is a custom that was in existence when he was a youngster.

The bounty that Josephine paid a local woman last week for a woodchuck nose is the first one paid in more than a year. This year, as last year, \$25 was appropriated in the town budget for bounties. Last year only 25 cents was paid out.

When Larry retired last year he gave Josephine a remembrance gift, a used pocket knife with a very sharp blade. Any one want to go hunting for woodchucks, Josephine is patiently waiting to pay those bounties.

SALVE REGINA RECEIVES I.I.M.C. RECOGNITION

The International Institute of Municipal Clerks has recognized the New England Regional Municipal Clerks' Institute to be held at Salve Regina College, Newport, R.I. as meeting its educational requirements for the Certified Municipal Clerk (CMC) Award.

The prestigious CMC award is granted to municipal clerks who have demonstrated professional attainment in education, experience and association participation which enhances their skills and abilities as municipal officials. One of the major requirements towards a CMC is a baccalaureate degree or completion of 100 hours of instruction at a recognized professional development institute offered by a college or a university.

Salve Regina College joins 16 other educational institutions which offer such an institute. To date, over 1,000 municipal clerks and other officials have participated in these educational programs.

The New England program is set up on a regional basis. Sponsored by the New England Association of Town and City Clerks, the one-week a year institute will serve clerks in Rhode Island, Connecticut, Massachusetts, New Hampshire, Vermont, and Maine. The program was based upon a needs survey mailed to nearly 500 city and town clerks. Support for a certification program ran as high as 97 percent with strong interest in records management, computer applications, municipal law, public administration, public relations, and recording and title search.

The institute will be held at Salve Regina College, Newport, R. I., from August 24-29, 1975. Faculty will be drawn from the academic community in the six-state region, and the course program will consist of 35 hours of instruction, four evenings of team learning and advance reading assignments. The R.I. Department of Community Affairs provided the staff support in developing the details of the program.

SCHOLARSHIP AWARD

At the January meeting of the Association, it was voted to award a scholarship for a clerk to attend the New England Regional Municipal Clerks' Institute to be held at Salve Regina College in Newport.

The Scholarship Selection Committee, comprised of Florence Soloveitzik, CMC, Chairman, Charles H. Alfred, CMC and Orlando J. Bisbano, CMC, presented their report to the June 20th meeting. Congratulations to Joseph L. Gerardi, City Clerk of Cranston for having been selected for this award.

CERTIFIED MUNICIPAL CLERK

BASIC REQUIREMENTS

Each applicant must:

1. be a Municipal Clerk,
2. be a member of IIMC for three years,
3. be at least 18 years old,
4. believe in and practice the IIMC Code of Ethics,
5. submit an approved IIMC application form with appropriate documentation and the required fee, and
6. furnish a letter from a fellow clerk as a sponsor.

STANDARDS FOR CERTIFICATION

In addition to meeting the basic requirements, an applicant may be qualified by attaining a total of 100 points from the following.

ONE OF THE FOLLOWING: POINTS

- *College or university degree at the Bachelor level
in Public Administration or related field.....50
- *Satisfactory completion of a State Provincial, or
Regional course of education approved by IIMC.....50
- *AA degree in Public Administration.....25
- *Bachelors degree in an unrelated field.....25

AND

	POINTS	MAX.
Experience as a Municipal Clerk.....	2 per yr	40
Attendance at IIMC Annual Conference.....	4 each	20
Administrative position in federal, state, and county government and in corporate business.....	1 per yr	30
Attendance at State, Provincial, or Regional meetings.....	2 each	10
*University or college general course work and/or correspondence courses approved by IIMC.....	$\frac{1}{2}$ per credit hour	25

*Appropriate documentation to be filed with application

ASSOCIATE CERTIFIED MUNICIPAL CLERK

Deputy Clerks may attain certification as Associate Certified Municipal Clerk upon fulfillment of all requirements for Certification, with the exception of status as a Municipal Clerk. They may become fully certified when they are appointed or elected Municipal Clerk.

FOOD FOR THOUGHT

The following article appeared in a recent issue of the NEWS DIGEST, the official monthly publication of the International Institute of Municipal Clerks:

CLERK BRINGS LOCAL GOVERNMENT TO THE CLASSROOM

W.T. Chynoweth, City Clerk of Modesto, Calif., recently instituted a new program to bring city government to the classroom. He worked out a program which was discussed first with the Superintendent of Schools and then with the coordinator of government classes at one of the local high schools.

Mr. Chynoweth then attended one period of a government class and presented a general overall picture of city government. A good portion of the time was spent in questions by the members of the class.

On the Friday before a regular City Council meeting, he again met with the class and discussed the items on the agenda. All memos and other materials which had been furnished the Council were explained at this time. The students were quite interested in predicting the outcome of the various agenda items. On Monday, the class attended the Council meeting. Several students made notes for use at the next class.

Two days after the Council meeting, Mr. Chynoweth held a debriefing session with the class. This was perhaps the best session of all. The questions and comments were fast and furious. The young people were interested and concerned. Their comments were extremely intelligent.

It is hard to measure the success of programs of this type but the consensus of opinion was that the results were good. There was a lengthy article in the local newspaper, together with a very flattering editorial. In addition, the local PTA Council commended Mr. Chynoweth for instituting the program. Mr. Chynoweth stated that, "This is only a fringe benefit, however, as I feel the real good comes in having helped to make a better informed group of young people."

SEPTEMBER 11, 1975

The Fall meeting of the Rhode Island Town and City Clerks Association will be held on Thursday, September 11, 1975 at the Village Haven Restaurant in North Smithfield. Anne A. Mandeville will be the hostess for this meeting.

LINTON L. BROWN

Linton L. Brown, former town clerk of Charlestown died June 20, 1975.

Forty-five years ago Mr. Brown was elected town clerk as a write-in candidate, beating the party's endorsed standard bearer, and served until his retirement in 1970.

In the early years of his clerkship, the business of town clerk was conducted in an annex to the store where Mr. Brown cut meat, sold groceries and took care of the town business at the same time. In 1958 the clerk's office was moved to the present location and the post was made a full time job.

Surviving him are a daughter, Miss phyllis T. Brown, and a sister, Miss Iris Brown both of Carolina.

RHODE ISLAND DEPARTMENT OF COMMUNITY AFFAIRS

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The preparation of this NEWSLETTER was financed in part through an urban planning grant from the Department of Housing and Urban Development, under the provisions of Section 701 of the Housing Act of 1954, as amended, and prepared by the Rhode Island Department of Community Affairs, 150 Washington Street, Providence, Rhode Island 02903.

Newsletter

R.I. TOWN AND CITY

CLERKS ASSOCIATION

PUBLISHED BY THE RHODE ISLAND DEPARTMENT OF
COMMUNITY AFFAIRS

No. 10

October, 1975

PRESIDENT'S MESSAGE

The Fall meeting of the Rhode Island Town and City Clerks Association was held Thursday, September 11, 1975 at the Village Haven Restaurant in North Smithfield.

Honorable William A. Babin, Jr., 9th Representative District, Providence, Chairman of a 15 member commission appointed to study and revise the liquor control laws, was invited to speak about the work of the Commission and to answer questions and hear suggestions that the Clerks might have. Many clerks were concerned that they had not been requested to submit their recommendations to the Commission. Mr. Babin said that his Commission had requested suggestions from each city and town (mailing the request to administrators or police chiefs), but with little or no response. He was advised that he should have addressed his communication to the city and town clerks, who handle the day to day administrative details of the law. Mr. Babin agreed to send out another inquiry and direct it to each of the city and town clerks. We appreciate Representative Babin's consideration in this matter. When you receive your letter, please **MAKE YOUR THOUGHTS KNOWN TO THE COMMISSION.**

Along the same vein of thinking Lannie Bisbano advised us that the Governor's Judicial Council has filed a report urging that there be established a county system of Probate Courts, rather than as at present- 39 cities and towns conducting their own courts. Again no one thought to contact the clerks. The Association voted to register their opposition to the establishment of this procedure and a letter has been sent to Governor Noel in this regard.

It was unanimously voted that the scholarship awarded to one of our clerks attending the yearly New England Municipal Clerks Institute at Salve Regina College be known as the **MARGARET A. CREPEAU, C.M.C. SCHOLARSHIP.**

At the New England Association of City and Town Clerks held in Norwich, Conn. in September, our own Lillian Hackett, Town Clerk of North Kingstown, was elected President. We are proud to have a Rhode Island Clerk as President, but more important to Lillian will be the support of each and every clerk in Rhode Island in planning the Conference in October 1976. If you are called upon to serve on a Committee, I hope that you will say "yes" without a moment's hesitation, so that Rhode Island will host the best conference ever held in New England.

In March 1975, we, the Association, applied for an educational grant under the IPA program through the Rhode Island League of Cities and Towns. At that time we were told that all monies had been allocated and applications should be made in September for the following year. I have, this week, applied for \$1500.00. If granted, the monies will be divided among all the city and town clerks in Rhode Island who attend the New England Municipal Clerks Institute at Salve Regina College in 1976. Let's hope that we are more successful this year.

Clara
Clara R. Marshall
President

UNIFORM PROBATE PRACTICE

Rep. Richard P. Kearns, 83 Winter Street, Woonsocket has been elected chairman of a special legislative commission on uniform probate practice.

Sen. John A. Romano, 41 Division Street, East Greenwich was elected vice chairman of the commission. Probate Judge Anthony Vacca, (Smithfield) 529 Industrial Bank Building, Providence was elected Secretary.

The General Assembly, which created the commission in the last session, has charged the group with proposing legislation that would establish uniform probate practices and procedures throughout the state.

Other members of the commission include: Dep. House Speaker Edward L. Maggiacomo, 32 Belcrest Road, Cranston, Rep. Charles J. Moore, 38 Avondale Road, Westerly, Sen. Michael F. Horan, 36 Filmore Street, Pawtucket, Paul F. Murray, Esq., 2 Kay Street, Newport, Joachim A. Weissfeld, 2000 Hospital Trust Tower, Providence, Probate Judge A. Norman LaSalle (Warwick) 187 Westminster Mall, Providence, Probate Judge Theodore A. Miller (Scituate) 630 Industrial Bank Building, Providence, and Probate Judge Anthony B. Sciarretta (Providence) 915 Smith Street, Providence.

THE FIRST NEW ENGLAND MUNICIPAL CLERKS INSTITUTE

School days, school days, dear old golden rule days.....

Nine Municipal Clerks and two Deputy Clerks from Rhode Island were busy the week of August 24th through the 29th attending the First New England Municipal Clerks Institute held at Salve Regina College In Newport.

The New England program is the first institute, in our country, to be set up on a regional basis. The school is sponsored by the New England Association of City and Town Clerks in cooperation with the Division of Housing and Government Assistance of the Rhode Island Department of Community Affairs.

The full week schedule consisted of the following named courses: Interpersonal Problem Solving, Legal Aspects of Municipalities, Intergovernmental Relations, Better Reports & Written Communication, Motivation in Personnel Management, Records Management, Applications of Computers and Municipal Fiscal Policy.

The International Institute of Municipal Clerks has recognized our institute as meeting its educational requirements for the Certified Municipal Clerk (CMC) Award. This prestigious award is granted to municipal clerks who have demonstrated professional attainment in education, experience and association participation, which enhances their skills and abilities as municipal officials.

One of the major requirements towards a CMC is a baccalaureate degree or completion of 100 hours of instruction at a recognized professional development institute offered by a college or a university.

The following 'pupils' are on their way to completing the required 100 hours of instruction:

- (c) Margery F. Borders, Town Clerk, Foster
- (c) Audrey N. Davis, Deputy Town Clerk, Charlestown
- (b) Joseph L. Gerardi, City Clerk, Cranston
- (c) Joseph M. Hanley, City Clerk, Pawtucket
- (c) Arline B. Klingensmith, Town Clerk, Narragansett
- (a) Ernest E. Lafond, City Clerk, Woonsocket
- (c) Joseph T. Langworthy, Town Clerk, Hopkinton
- (c) Mary T. Levcowich, Deputy Town Clerk, Westerly
- (c) Anne A. Mandeville, Town Clerk, North Smithfield
- (c) Roger D. Medbury, Town Clerk, Scituate
- (c) Ernest Platt, Town Clerk, Portsmouth

- a George B. Wellman Memorial Scholarship, New England
- b Margaret A. Crepeau CMC Scholarship, Rhode Island
- c Department of Community Affairs 50% Scholarship

Congratulations and Good Luck to you all.

TOWN & CITY CLERKS' CALLING

(Taken from acceptance speech delivered by Lillian L. Hackett, C.M.C. at Norwich, Conn., September 25, 1975)

The overall purpose of our association is to bring professionalism to the office of the city and town clerk. We are all aware of what the association can do for us and for our profession. It provides a forum in which we can exchange ideas, air our common problems, and, hopefully, develop solutions of benefit to all clerks. Membership in this association can act as the fulcrum to bring to the attention of our superiors, the needs and present deficiencies that we encounter in safeguarding our vital and irreplaceable historical records and documents. We have problems of security and of accessibility: of uniformity and of retrieval. These are some of the problems to which the association and its special committees have traditionally addressed themselves.

But the New England City and Town Clerks' Association does something more for us which I believe is equally as important as a preoccupation with work-a-day problems. The association forces us to think of ourselves as professionals with important jobs. We, Municipal Clerks, would be less than candid if we did not readily admit that our work is important. We are expected to record, enter, file and maintain all sorts of information and data, but, we must not let our files and vaults overflow with irrelevant material. We are expected to safeguard important public documents- yet we must always have them readily available for public scrutiny.

We must keep elaborate record systems on the smallest bit of information----yet, we are expected to be able to retrieve this information on a moments' notice.

We are entrusted with the history of our community. The records of the clerk may be compared to a diary in which is entered each day, events which affect the lives of our people--from the cradle to the grave. The clerk's office is like a museum, a depository in which is kept tangible evidence of events that have touched the lives of all our people. Part clerk, part historian, part curator, the city or town clerk records each day, the history of the community. And the rising bicentennial fever with its increased demands for historical information should make us keenly aware of the valuable history with which we have been entrusted. If we think of ourselves as professionals; and if we think and act as professionals, surely, we can take a professional approach to solving the problems that vex us in our daily work.

1976 NEW ENGLAND MUNICIPAL CLERKS INSTITUTE

Preliminary arrangements have been completed with the Salve Regina College, Newport to state that the second year of the institute will be held at the college the third week of August, 1976, e.i. August 16th through August 20th., subject to I.I.M.C. requirements for continuous re-evaluation of the institute's curriculum to guarantee that its high educational standards are met.

1976 NEW ENGLAND CONFERENCE

Rhode Island will host the 1976 New England Town and City Clerks Conference which will be held at the Sheraton Islander Inn, Goat Island, Newport on October the 6th, 7th and 8th, 1976.

The following officials are members of the Executive Committee in charge of the conference:

Lillian L. Hackett, C.M.C., North Kingstown, President
N.E.A.T.&C.C.
Ernest E. Lafond, Woonsocket, General Chairman
Lucy F. Countie, Johnston, Secretary
James H. Beeley, Jr., East Providence
Jean M. Clarke, Charlestown
Margaret E. Conlon, C.M.C., West Warwick
Joseph L. Gerardi, Cranston
Norman H. Mainville, Burrillville
Anne A. Mandeville, North Smithfield
Clara R. Marshall, C.M.C., Barrington
Henry L. Paquin, C.M.C., Department of Community Affairs

The entire membership of the Rhode Island Association will be asked to participate in this endeavor and help to make this conference the most rewarding and remembered New England Association Conference. You will be asked to contribute to one or more of the following committees:

- a. Accomodations and Program Committee, Co-chairmen Ernest E. Lafond and Norman H. Mainville assisted by Margaret E. Conlon, C.M.C. and Joseph E. Coduri, Government Research U.R.I.
- b. Business and Industry Committee, Co-chairpersons James H. Beeley, Jr. and Lucy F. Countie.
- c. Education Committee, Chairwomen Anne A. Mandeville, assisted by Henry L. Paquin, C.M.C.
- d. Reservations Committee, Co-chairwomen Clara R. Marshall, C.M.C. and Jean M. Clarke assisted by Henry L. Paquin, C.M.C.
- e. Social Activities and Spouses Programs Committee, Co-chairmen Joseph L. Gerardi and Robert A. Shea.

This will be a very difficult task and will require much concentration and effort on everyones part. Let's help Lillian preside over one of the very best conferences ever.

When little problems vex and irritate, project your mind a few million light years into space and consider the immensity of the universe. This will usually cause ordinary problems to fade into insignificance.

PROBATE CLERKS WORKSHOP

The Community Development Training and the Government Assistance Section of the Rhode Island Department of Community Affairs with the professional assistance of Margaret E. Conlon, C.M.C., Rose M. Crawshaw, Margaret A. Crepeau, C.M.C. and Florence L. Soloveitzik, C.M.C., will offer the Probate Clerks Workshop again this year on Friday, October 17th at the Colonial Hilton Inn, Allens Avenue, Cranston.

Registrations will begin and coffee will be served at 9:00 a.m. Introductions will be made at 9:25 a.m. and the morning workshops will begin promptly at 9:30 a.m.

The morning class will consist of two one and one half hours sessions and the afternoon, beginning at approximately 1:30 p.m., will consist of a one and one half hour session with the remainder of the afternoon to be devoted to discussing the procedure of 'name changing' and questions and answers, if needed.

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HERE IT IS!! Volume 1, No. 1 of YOUR RITCCA Newsletter. Your comments, suggestions, and willingness to provide news are needed. Remember this is YOUR newsletter!

First -- a name -- !! Some suggestions so far are:

Ocean State Anchor
Ocean State Record
The Rhode Island Municipal Clerk
Municipal Clerk's Newsletter
The Pen and Quill
The Municipal Informer

Let those creative juices flow!!

Again, this is YOUR newsletter. Please give your support by sending information, suggestions, and ideas to me!

Editor
Sue P. Sheppard, CMC
Town Clerk
100 Old River Road
Lincoln, RI 02865



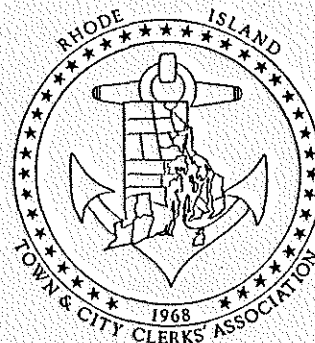
IN THE NEWS

MIDDLETOWN - Town Hall has recently been named for James A. Peckham, Town Clerk and first Town Administrator who served Middletown from 1929 to 1970.

WOONSOCKET - John R. Reynolds received a nice plug in the CALL for the IIMC booklet "Language of Local Government". A great little guide for all the newly elected officials in your community.

WARREN - Two employees of the Town Clerk's office filed grievances in early September against the Town Council for failing to appoint a replacement for Rachel Staton who was appointed Deputy.

NEW LOGO ADOPTED



On December 7, 1989, the RITCCA adopted a new logo. The colors, white, gold, and blue were chosen to represent the colors in the Rhode Island State Flag. The lettering, circle and outline of the State is blue; the anchor, representing a symbol of Rhode Island since its foundation, the thirty-nine stars, representing the 39 municipalities are gold; and the background is white. The date 1968 represents the incorporation date of the Association.

Jim Marques (North Kingstown) chaired the special interest committee which brought the logo to the membership.

Pins, tee shirts and sweatshirts will be available soon.

NEW CMC'S

CONGRATULATIONS to

Jenarita F. Aldrich, Hopkinton

Mary M. Beck, Narragansett

Sue P. Sheppard, Lincoln

COMING EVENTS

January 25 - Municipal Records Grant-In-Aid
Project at State Archives.
10:00 a.m. to 3:30 p.m.
Program will be "Micrographics"
presented by the Genealogical Society
of Utah who will explain their micro-
filming program.

January 18 - Quarterly Meeting
Stage Coach Restaurant - Chepachet
Program on regulations regarding
handicapped accessibility, hearing
impaired, and notaries public.

March 14 - Probate Workshop at Alton
Jones Campus.

May 19 - 23 - IIMC Annual Meeting
Grand Rapids, Michigan

June 12 and 13 - Rhode Island Annual
Conference at Alton Jones Campus.
MARK YOUR CALENDAR NOW!!

August 4 - 9 - Municipal Clerks' Institute
at Salve Regina College, Newport.
Note the date has moved up one week.

NEW FACES

Cumberland - Marianne Mulholland
replaces Roberta A. Hitchen

East Providence - Valerie A. Perry
replaces Harriet W. Ramsay

Foster - Camouche R. Riccio, Jr.
replaces Heidi A. Colwell

Johnston - Anthony R. Querceto
replaces Lucy F. Countie

Warren - Dolores M. Trombley
replaces Charles H. Alfred

West Warwick - David D. Clayton
replaces Anna C. Quarto

Westerly - Donna L. Giordano
replaces Mary T. Levcowich

Let's hear from the Deputy Town and City
Clerks. We would like to start a column
just for deputies. Please send suggestions,
problems, ideas, and comments along!
Things which may be unique to deputies.

WHAT'S ON YOUR MIND....

*Sitting at your desk on any given day? An
idea or problem running through your mind?
Jot it down and send along. What is running
through your mind is probably running
through everyone else's too! Want to write
an editorial? This is the place!! Now,
you can read what's on my mind!!!*

Isn't there a better, more efficient way to
process absentee ballots? How about the
hours spent--statewide--writing and typing
the same name and address. Twice on the
application, on the transmittal sheet, on
the front of the return envelope, on the
rear of the return envelope!! How about
the number of times you explain how to fill
out the absentee ballot application? Does
a Philadelphia lawyer have time to read it?
And how about the size of the application?
Isn't it a special size--hence, more costly?

And emergency ballots? Have they become
another way for the chronic procrastinators
in society to take advantage of another
deadline?

Can't legislators, looking for ways to make
government more cost effective, come up
with a streamlining of the absentee ballot
process?

FEEES REMINDER

New probate fees effective January 1, 1991...

Minimum filing fees	\$ 30.00
Certified Copies of Wills ...	10.00
Certificates of Appointment .	5.00 each
Certifying of Records	3.00 plus 1.50/page
Estate Fees ... 1% to maximum of \$1,500.00	

The above fees in detail can be found in
Chapter 155 of the Public Laws of RI, 1990.
Or call Joe Coduri for copy of the original
bill, 90-S-2081.

Mary Beck (Narragansett), Chairperson of
the Legislative Committee asks that you all
begin giving thought to any new legislation
we should sponsor. Send all suggestions to
Mary in Narragansett at 25 Fifth Avenue,
02882.

A MESSAGE FROM THE PRESIDENT.....

I'm excited to be addressing all of you in a forum which I hope will take hold and continue for years to come, and that is this R.I. Clerks' Newsletter. If there is any group of people who need to disseminate information to one another in a quick and efficient manner, it is certainly town and city clerks. This is a terrific means to do it. Sue Sheppard is to be congratulated on carrying out her idea with hard work, as is the committee working on this effort. As we all know, your input is essential, so let's all find time to contribute and not leave it to a few.

I'm sure we all share the problem of trying to enjoy the holidays, in the midst of swearing in new Councils, preparing budgets for next fiscal year, and just juggling all the very demanding duties of our office. I plan to take time to enjoy the Christmas holiday this year, and I hope you can be persuaded to do the same!

Happy holidays to all of you! Hope to see you all in January in Gloucester.

Diane C. Mederos, CMC
President

Recording fee for
UCC's and continuations
is now \$16.00.



OFFICERS FOR 1991/1992

President: Diane C. Mederos (Bristol)
Vice President: Barbara E. Robertson
(Gloucester)
Treasurer: James D. Marques (N. Kingstown)
Secretary: Dale S. Holberton (S. Kingstown)

COMMITTEE CHAIRPERSONS

Legislative: Mary M. Beck (Narragansett)
Scholarship: Janice C. Rutan (New Shoreham)
Education/Convention: Joseph E. Coduri
Sue P. Sheppard

From your Editor...Best wishes for a happy holiday season and a new year filled with health and prosperity!!



DONNA L. GIORDANO

Donna L. Giordano has been appointed the 28th Town Clerk from Westerly. She replaces Mary T. Levkowich who has retired to flowers and travel.

How does Donna feel about her new position? "I love it, and commend my staff who are knowledgable and have been a tremendous help." Donna's pet project is vault renovation. In addition, she has been busy having all of Westerly's indexes computerized.

Donna is a Westerly native who has served five years as Deputy. Her first year was 1965/66, and she returned to her post in 1986. Donna has completed her course work at the Municipal Clerks Institute at Salve and holds a certificate in paralegal studies from the Groton Branch of University of New Haven. Donna has husband Robert, daughter Robin, 20, and son Brian, 13.

Our best wishes to Donna for a successful tenure in Westerly!

RECORDS PRESERVATION

Jenarita Aldrich (Hopkinton) and Elizabeth Crowley (Central Falls) have been topics of recent newspaper articles on the need for attention to our old records--all which help to raise the consciousness of the public to the plight of our records.

Bill Stewart (Brown's), Ted Sheahan (Warwick) and Betty Crowley discussed records and records preservation on the PBS program "The 13th State". Watch for reruns on Channel 36. Tentative plans are to have the tape of the program and a report from Betty on the progress of her Adopt-A-Book Project at the June Conference.

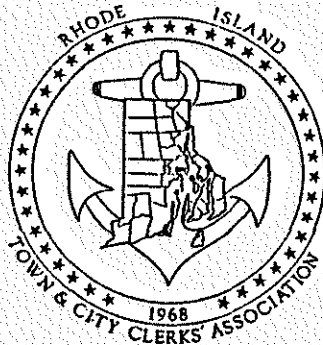
Betty suggests that NOW is the time to write your legislators to push for their support of the Records Preservation Grant-In-Aid program. Passage of that legislation would make accessible \$1,000 grants to all cities and towns and eligibility for matching Federal Funds.

HAPPY ☺ NEW YEAR!

Town Clerk's Office
1670 Flat River Rd.
Coventry, RI 02816



Joseph E. Coduri
Office of Municipal Affairs
1 Capitol Hill
Providence, RI 02908-5873



REYNOLDS TO RUN FOR IIMC VEEP

John R. Reynolds, Woonsocket City Clerk and Region I Director IIMC, has announced his candidacy for 2nd Vice President of IIMC.

John's involvement and concern for his community are legendary. To list all his personal and professional accomplishments would take the whole newsletter. Suffice to say we could not elect a finer representative to serve as Vice President.

John will be the subject of a "roast" in support of his candidacy on Saturday, April 13, 1991, at Johnson and Wales Airport Hotel in Warwick. Tickets are available from Jim Marques (North Kingstown).

Congratulations and Good Luck, John, from all your Rhode Island friends!



IN THE NEWS

PORTSMOUTH - Town Clerk Carol Zinno's policy to keep the vault open only 2 1/2 hours per day during Town Hall renovations has caused tremendous controversy in that Town.

HOPKINTON - Jerry Aldrich was the subject of an "up close and personal" article in the WESTERLY SUN on her recently being awarded the CMC designation.

WARWICK - Ted Sheahan has been re-appointed City Clerk by the new administration. Ted also held a "torching ceremony", burning a symbolic page of the City's old indexing system, commemorating the start of the new streamlined system, eliminating the backlog of documents to be returned by handing back documents immediately after recording.

WOONSOCKET - John R. Reynolds chairs the Northern Rhode Island Committee on Regionalization, charged by administrators and Councils to investigate and report on which services can most economically and feasibly be regionalized. Town and City Clerks of Pawtucket, Lincoln, Cumberland, North Smithfield, and Burrillville serve on this Committee.

LEGISLATIVE COMMITTEE REPORT

Mary Beck (Narragansett) reports two pieces of legislation introduced on behalf of the Town and City Clerks.

1. The State Registrar should furnish copy of vital records to each city and town on alkaline paper.
2. Increase the cost to file a municipal lien certificate from \$8.00 to \$10.00.

The committee also hopes to consider (1) the notice to abutters regarding condominiums which is tied up with the Zoning Bill currently in the legislature and (2) a subcommittee to investigate the recording of mortgage covenants.

Copies of legislation introductions are available from Joe Coduri, Office on Municipal Affairs (277-2854).

APRIL PROGRAM

Be sure to join RITCCA members for the Spring Quarterly meeting at the State House. Presentation by the Secretary of State on legislative process, State House Tour, and business meeting will be capped off by a buffet lunch in the legislators dining room.

SALVE

New Clerks will hear many references to the New England Town and City Clerks' Institute held at Salve Regina College in Newport, commonly known as "Salve". The weeklong, intensive three year course of study challenges on a personal and professional level. Scholarships are available and applications must be in the hands of Janice Rutan (New Shoreham) by April 1. This weeklong educational experience is a must and gives you the attitude and tools to rise to the heights! Come join us!

CALENDAR

April 11 - NETCCA Board meeting in Nashua, NH 10:00 a.m.

April 17 - Quarterly Meeting of RITCCA at the State House - 9:00 a.m.

Late April/Early May - Program workshop on Records Retention at the State Archives. Watch for more details and specific date from Tim Slavin, State Archivist.

May 20-24 - IIMC Meeting - Grand Rapids, MI
Varied program. John Reynolds candidate for 2nd Vice President.

June 12-13 - RITCCA Annual Conference. Alton Jones Campus.

August 4-9 - Clerks' Institute - Salve Regina College, Newport.

VITAL SIGNS

Roberta Chevoya, State Registrar, sends the following information on resident copies sent to Town and City Clerks.

The Division of Vital Records sends copies of births, deaths, and marriages to cities and towns of residence twice a month. Because some people identify with village names, their records do not always list their correct city/town of residence. If you should receive a record and you know that this residence is not in your city/town, please return to the state notating the correct location of the residence (a short explanation) at the bottom of the copy. The record will be corrected and forwarded to the appropriate office.

Roberta would appreciate the help of all Clerks with regard to resident copies.

As you think about state mandated high school voter registration, you may be interested to know that the Robert A. Taft Institute of Government will have as its theme "Youth Vote '92". This summer's theme "The Right to Vote: Our Heritage, Our Promise" points to the real concern of educators about the poor, in fact poorest, turnout of voters among 18-24 year olds. Our job of registering high school students and making them aware of their civic duty in a democratic society is more important than ever!

Have loads of requests from the public to purchase voter lists? A reminder to Clerks that to use voter lists and other public records for commercial purposes isn't allowed. (RIGL 38-2-6). Fines of \$500.00 and/or imprisonment for one year.

A MESSAGE FROM THE PRESIDENT...

JUNE CONFERENCE

Anyone who read a recent JOURNAL article on Ruth Herndon and her doctoral thesis on village life in 18th century Rhode Island, has gotten a preview of one of the program segments for the June Conference. Ruth will speak to members of the RITCCA about "Minutes A Historic Perspective." A knockout presenter!

A complete program on alcoholic beverage licenses will be part of the conference. Representatives of the Liquor Control Administrator, Division of Taxation, and the Rhode Island Liquor Dealers Association will be present to give brief presentations to answer your questions.

Mark your calendars now for a "must" conference!

RITCCA pins are available for purchase for \$5.00 each. Jim Marques (North Kingstown) will have pins available at the quarterly meeting. Anyone wanting a pin and not able to pick one up at the meeting can send a check to Jim and he'll be glad to mail one out. All current city and town clerks will receive their pin free.

MESSAGE FROM THE STATE ARCHIVES

Tim Slavin reports that Bill No. 91-S-648 An Act Relating to State Affairs in Government, also known as the Public Records Preservation Act has been introduced. The bill would establish the Grant-In-Aid Program and would allow \$500 to each city and town who applied for records preservation.

Tim also reports that the City of Warwick has received \$4,000 from NHPRC for a consultation study to establish a City Archives. Congratulations, Warwick!

One of the principal purposes of the RITCCA is to promote the general welfare of our municipalities. One of the important ways to do this is through our legislative process. As Clerks, we should all be aware of the bills which would affect us, both adversely and positively, so that we can convey our feelings to our legislators.

Our Legislative Committee has sponsored two changes to the general laws which will be conveyed through Senator Domenic DiSandro. Unfortunately, the bills were introduced after the deadline, and must be considered on the Senate floor only if the Senators present unanimously agree to hear these bills. Please convey to your senators that two matters of importance are being introduced, with their permission, by Senator DiSandro and that the Clerks are in full support of these matters. Mary Beck's correspondence of March 6 outlines the changes and asks for your support.

Also, Senate Bill 648 needs our support. This is similar to the bill submitted last year which would provide towns and cities with grants to preserve their public records.

One bill which would affect many of us adversely is H-6672 which would limit the number of voters at a polling place to 1000. This bill was "killed" last year, and I urge you to work toward that goal this year as well.

URGENT! URGENT! URGENT!

House Bill H-7007 was introduced into the legislature by unanimous consent of the representatives. The bill, if passed, would change the charge for copies from \$1.50 to 25¢. Our Legislative Committee worked long and hard last year to make sure the bill increasing the copy fee was passed. Please make defeat of House Bill H-7007 a top priority by contacting your legislators today!

I encourage all of you to keep an eye out for any bills which will affect the operation of our office and to so inform our Legislative Committee

Diane C. Mederos

The JOURNAL-BULLETIN offers a short course in writing press releases, available free on a first come basis. Sounds like a good opportunity to learn first hand the what and how of press releases. Seminars are held quarterly with the next scheduled for late April, early May. Watch the JOURNAL-BULLETIN for details, or call Marcia Russell (277-7656).

The New England Association of City and Town Clerks is preparing a Uniform Procedures pamphlet which will be distributed free to members; a \$5.00 charge for non-members. Watch the NEATCC newsletter for information on how to order.

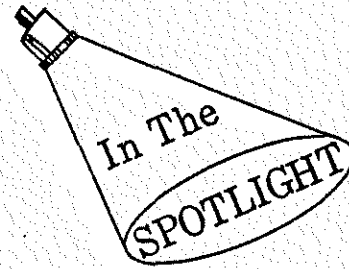
A successful Probate Workshop was held at Alton Jones Campus on March 14. Retired clerks Anna Quarto (West Warwick) and Lucy Countie (Johnston) as (Scituate) well as seasoned veteran Roger Medbury were the group facilitators. Thanks to all three for their expert leadership and guidance!

WHAT'S ON YOUR MIND...

From a concerned Clerk comes the question, "With regard to vital records, what records are public and what records aren't? What records can we give out, and to whom? How do we control access to vital records in our vault?"

Roberta Chevoya, State Registrar, advises that vital records are NOT open to the public. Public access to vital records should be discouraged either by locking up the records, or, in the instance of attorneys, members of legally incorporated geneological societies, and title examiners, by having them sign whenever they must see a record. There should be some effort made to segregate vital records from the other records in the vault.

Any Clerks who have questions about vital records and public access to same, can call Roberta at 277-2812.



SPOTLIGHT ON VALERIE A. PERRY

Valerie Perry knew when she worked for Jim Beeley that she wanted to be City Clerk, and, in January, she was appointed to the position after the retirement of Harriet Ramsey. As with most new clerks, the words "challenging", "love it", "always something to learn", flow easily when describing her new position.

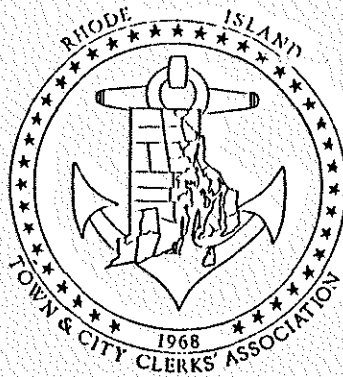
One of Valerie's first changes will be better utilization of the computer mainframe for recordkeeping. Many clerk functions are already on computer, and her proposed changes would compliment current uses.

Valerie plans to become involved in RITCCA. She is aware of our continuing education programs and has applied for a scholarship to Salve. Professionally, she will be installed President of the Rhode Island Federation of Business and Professional Women.

Valerie and her husband, Bob, have three children. Two girls, ages 25 and 24, and a son who is a junior at UNH.

Best wishes, Valerie for a successful tenure in East Providence! Welcome and congratulations!

*** The past cannot be changed, but the future is still in your power. ***



RHODE ISLAND TOWN AND CITY CLERKS' ASSOCIATION

Tee Shirts - Sweatshirts

RITCCA is pleased to offer sweatshirts and tee shirts with the new logo.

Please fill out the order blank below and forward with your check to Sue Sheppard at the address below.

Sample shirt will be available at the Quarterly Meeting.

Prices are:	Tee Shirt	\$ 11.00
	Polo Shirt	18.50
	Sweatshirt	18.50

ORDER BLANK

Tee Shirt _____ Polo Shirt _____ Sweatshirt _____

Color: Blue _____ White _____

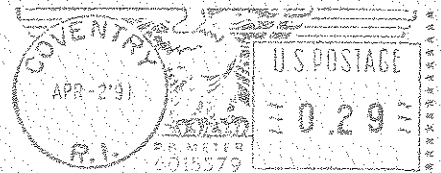
Size: Small _____ Medium _____ Large _____ Extra Large _____

Make Check Payable to Rhode Island Town and City Clerks' Association

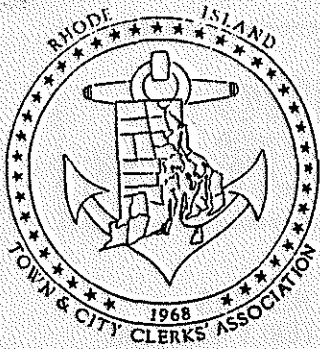
Mail to: Sue P. Sheppard, CMC
Town Clerk
100 Old River Road
Lincoln, RI 02865

Deadline for Orders: May 1, 1991

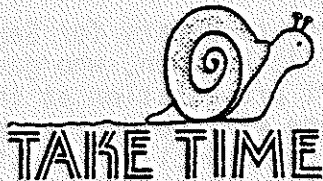
OFFICE OF THE TOWN CLERK
COVENTRY TOWN HALL
1670 FLAT RIVER ROAD
COVENTRY, RI 02816-8911



Joseph E. Coduri
Office of Municipal Affairs
1 Capitol Hill
Providence, RI 02908-5873



Volume 1, No. 3



This newsletter seems to have articles of interest in three areas: records, canvassing, and association business.

Although a little longer than usual, please take time to read each article. You will find contributions and concerns from all the State agencies we use on a regular basis. My sincere thanks to all who contributed!

I would like to encourage all canvassing clerks to bring their ideas and thoughts forward. This newsletter is yours too!

The newsletter reaches all clerks. If one of us has a concern or problem, we all do! And someone else probably has your answer!

Sue Sheppard

NEW ENGLAND CONFERENCE

Mark your calendar now for the New England Conference, September 25, 26, and 27 in Burlington, VT. The Vermont Committee has been hard at work with a promise of interesting programs, good food, and down home Vermont hospitality.

NEWSLETTER

RI TOWN AND CITY CLERK'S ASSOCIATION

September, 1991

IN THE NEWS

BARRINGTON - With over 2,000 voters in attendance, the annual financial Town Meeting was held "under the tent" on the grounds of the high school. Town Clerk Lorraine DeRois and her staff coordinated the unusual event.

HOPKINTON - Town Clerk Jenarita Aldrich and Deputy Joyce Smith discovered a folder of documents dating back to the early 1700's. This rare find was called "amazing" and "irreplaceable" by Tim Slavin, State Archivist.

BARRINGTON - Under an unusual plan organized by Town Manager Dennis M. Phelan, non-union employees will pitch in a portion of their raises this year to help some fellow workers whose raises were slashed at the May Financial Town Meeting.

BURRILLVILLE, COVENTRY AND TIVERTON - Town Clerks Bob Potter, Roberta Johnson, and Beverly Lopes had an opportunity to give their best areas for a cookout in the MAGAZINE section of the JOURNAL.

WOONSOCKET - City Clerk John R. Reynolds announced he would be leaving his post to assume a position with Business Records Corp. of Syracuse, NY.

TIVERTON - Paul B. Northrup was named Town Clerk replacing Beverly A. Lopes who recently retired. (Congratulations, Paul!)

IMPORTANT MESSAGE

FROM THE PRESIDENT

With all of the bad publicity Rhode Island government officials have been receiving of late, I think it is most important to focus on the Clerk's role as public relations officers for their Towns and Cities.

We all know that the office of Town and City Clerk, as the direct link between residents and government, is considered the hub of the community. In that sense, we have the opportunity to convey a lasting impression of integrity and competence to all who come into our offices. Perhaps we can help to change the negative to the positive, over time, and with any luck, help restore some level of trust to our government.

The general opinion that government is corrupt CAN be changed. It's a big job, but WE can do it!!

Diane C. Mederos

CALENDAR

September 12 - Council Minutes Workshop/Quarterly Meeting. Alton Jones Campus. Lunch and Dinner. Program by Ruth Wallis Herndon.

September 25, 26, 27 - New England Conference, Burlington, VT.

January 16, 1992 - Quarterly Meeting. Jamestown. Program to be announced.

June 11 and 12, 1992 - Rhode Island Annual Conference. Alton Jones Campus.

Coming Attractions

COUNCIL MINUTES WORKSHOP/QUARTERLY MEETING

Mark your calendars for September 12! Ruth Wallis Herndon, who gave an all too short presentation at the annual conference will conduct an all-day seminar on "Council Minutes" and will evaluate our minutes and given suggestions on how we are preparing our "historic" records.

Following the workshop will be the quarterly meeting. Lunch and dinner are both on the agenda. Discussion on legislation, so bring your thoughts on things we should introduce in 1992 session.

"SILENT VOICES SPEAK"

Ruth Herndon, historian, will present a series of workshops based on Rhode Island's town records on four consecutive Wednesday evenings beginning October 16 at the RI Historical Society. This series of two-hour workshops will focus on everyday life in Rhode Island 200 years ago as seen through the eyes of Town Clerks.

For more information about the workshop series and to obtain a registration form, please call the Historical Society at 331-0448.

Ruth says, "Nothing could please me more than to have Town Clerks participate in this series. I view the series as a way to give back to the towns some of the excitement and knowledge I've gotten from their town records."

Congratulations to Salve graduates Bob Potter (Burrillville) and Joann Dee (South Kingstown).

A new feature this month will be BLUEPRINT FOR PRESERVATION. Suggestions, programs, methods, ideas perhaps you have used from which we can all benefit.

Many thanks this newsletter to Bill Stewart, Brown's Book Bindery, who gives the following preservation tips....

Did You Know?

The best way to stick two pieces of paper together is not with tape, staples or paper clips. All are damaging to paper fiber. The best method is to use a glue stick. These non-acidic sticks are easy to use and are good for paper, cardboard, photos, and even many fabrics.

Another good alternative is to use "plastic clips". Better than metal paper clips, plastic clips won't rust, discolor or damage paper.

Both are available through archival supply houses with plastic clips costing \$9 to \$20 depending on the size of the clip and glue sticks costing upwards of \$5 each OR you can go to K Mart or any office supply store and buy the same thing for a fraction of the price.

RECORDS PRESERVATION IN THE NEWS...

CUMBERLAND - Town Clerk Marianne Mulholland, Mayor Edgar "Rick" Alger, and Town Council President Scott Partington are to be commended for their prompt attention to the deteriorating condition of books in Cumberland. The Town announced recently they were embarking on a \$40,000 book restoration project. Congratulations to the people of Cumberland!! The project and its strong support by Town officials should serve as a beacon!!

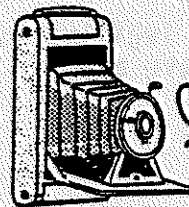
JAMESTOWN AND NEW SHOREHAM - Town Clerks Terri Donovan and Janice Rutan have applied

for an archives grant to NHPRC to hire a professional archivist as a consultant. In a letter to Terri, Tim Slavin advised that the Rhode Island Historical Records Advisory Board rated the projects 4.66 out of a possible 5 points and approved submittal of the grant to NHPRC. Terri's efforts were the subject of a NEWPORT DAILY NEWS article.

Ed. note: Terri advises she and Janice have received the grant and are beginning preliminary work to select their consultant. Congratulations!!

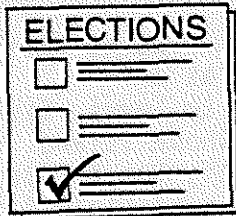
CENTRAL FALLS - Deputy Betty Crowley, as enthusiastic a keeper of records as you will ever meet, held an Open House in her vault to draw attention to the deteriorated condition of records in that city. The event drew attention from local media with the spotlight on the records.

Betty's "Adopt A Book" program has brought interest far and wide to Central Falls records. The media coverage has continued with a Sunday article in the WOONSOCKET CALL, highlighting the need for restoration and the recent donation by the Blackstone Valley Historical Society to adopt a book. Betty is challenging other historical societies to make a commitment to preserve a book.



Get Into
The Picture

The Education Committee is requesting ideas for program topics for the 1992 June Annual Conference. Please call Joe Coduri (Office of Municipal Affairs) or Sue Sheppard (Lincoln) with any suggestions.



ELECTIONS DIVISION

Sharon DiSpirito advises the "Candidates' Handbook" will be available in late summer. The handbook will be a step-by-step election guide for potential candidates. The handbook was designed to take the guesswork out of becoming a candidate.

If Canvassing Clerks are interested in meeting with Sharon to begin talks on a task force to improve the absentee ballot process, give Sharon a call. Let's lead the way to improvements rather than wait until those who don't work with the system try to improve it.

FROM THE BOARD...

Jan Armstrong reminds Canvassing Clerks that effective July 1, 1991, election workers who earn more than \$100 in a calendar year must be covered by Social Security (FICA).

Towns that still have financial Town Meetings are reminded that these meetings are public meetings and must be held in accordance with the "Open Meetings Act". Attorney General James E. O'Neill's Opinion No. 91-1-904 covers the subject in detail.

Jan has forwarded packet of legislation from the 1991 session. If you have any questions, call her.

FROM THE BAY STATE

Bellingham Town Clerk Kathy Harvey and other Town Leaders suggested and voters approved a switch in their Town election from the 1st Monday in March to the 1st Saturday in May.

The plan, one aimed at battling voter apathy, will give more residents a chance to vote.

The month change should mean better weather, especially important for the elderly, and the day change means polls will be open from 8 a.m. to 6 p.m. instead of the usual 13-hour marathon.

In a WOONSOCKET CALL editorial, "We commend Bellingham Town Clerk Kathleen M. Harvey, other town leaders and voters for mandating this unique change. Hopefully, their action will serve as a model for many other communities and allow more citizens to take part in a crucial element of democracy."

Our congratulations to Kathy for daring to be different!!

REAPPORTIONMENT????!!!!???

With so many new clerks, does this topic scare you??

Jan Armstrong asks if any clerks with redistricting experience would be willing to share information with those who are new.

Major topics to be shared would be how you handle redistricting? Is it a Council function? A Board of Canvassers function? What consulting company have you used? Jan would be happy to be the collector of this type of information. She is being deluged with calls and cannot give adequate answers.

Those of you with experience, please give Jan a call and share your experience so those of us who are new can benefit!



VITAL SIGNS

From Roberta Chevoya, a word about foreign language divorce decrees...

In this current "marriage season", in three separate cases, applicants for marriage licenses presented divorce decrees in foreign languages: Japanese, Spanish, and Arabic.

Divorce decrees from courts in the United States, in English, are not always easy to interpret. Many times persons applying for a marriage license have presented a court document they believed was a final decree and found that their divorce had never been finalized! Therefore, you cannot rely on the bride or groom to translate the decree. If it is in a foreign language, it may not even be a FINAL divorce decree.

For your own protection, as well as the best interests of the couple, the Division of Vital Records recommends that clerks require a certified English translation of all documents in foreign languages. These translations can be obtained from the International House, as well as the International Institute, both located in Providence. Listings for other translators and interpreters are listed in the Yellow Pages.

STATE HOUSE TOUR

Our April quarterly meeting was a tremendous success with an explanation of legislative process from Sharon DiSpirito of the Secretary of State's Elections Division. Tour of the State House, business meeting and lunch in the Legislator's dining room capped an informative morning. The Education Committee plans to schedule another "tour" program at a different location for a future meeting.

LEGISLATION

Mary Beck reports that her Committee, with the support of Roberta Chevoya, was able to have legislation passed which ensures that vital records will be provided on alkaline paper. This was an important gain for records preservation!

The bill to reduce land evidence copy costs to .15 per page died in Committee. Our efforts to have this bill defeated really paid off! Thanks to all who called their legislators.

The Committee would appreciate any suggestions for the next legislative session sent in as early as possible. Having bills presented in January is much easier and more effective than getting caught in the end-of-session crunch!



SALVE SCHOLARSHIPS

The Scholarship Committee reports that \$1,000 in scholarship money was given from our Association, and \$960 was given by the New England Association to Rhode Island Clerks. Valerie Perry (East Providence) was the sole Rhode Island Clerk to receive an IIMC Scholarship. Recipients were:

Bob Potter (Burrillville)
Jim Marques (North Kingstown)
Sue Sheppard (Lincoln)
Marianne Mulholland (Cumberland)
Valerie Perry (East Providence)
Eileen Murray (Smithfield)
Alison Devine (New Shoreham)
Susan Shea (New Shoreham)
Janice LaPorte (Pawtucket)
Betty Crowley (Central Falls)

Twenty-five towns and cities had representatives at Salve this year.

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Joseph E. Coduri
Office of Municipal Affairs
1 Capitol Hill
Providence, RI 02908-5873

NEWSLETTER

RI TOWN AND CITY CLERK'S ASSOCIATION

Volume 2, No. 1

December, 1991

??? NAME - NAME ???

In our first edition of the Newsletter, we asked for suggestions for names for our publication. Remember???

Ocean State Anchor
Ocean State Record
The Rhode Island Municipal Clerk
Municipal Clerk's Newsletter
The Pen and Quill
The Municipal Informer

Well, one year and three editions later, we still have no name. Let's discuss at the January quarterly meeting! Other suggestions gratefully appreciated!!!

PORTSMOUTH - Construction problems connected with recent renovation of Town Hall have plagued Town Clerk Carol Zinno's office. Humidity and heat problems in the vault have meant a humidifier must run most of the time to prevent damage to Portsmouth's documents.

LINCOLN - Town Clerk Sue Sheppard has begun a program to involve elementary school students in municipal government. Each month a 5th or 6th grade student from one of the elementary schools leads the Council in the Pledge of Allegiance. Each student receives a citation for participating. Third grade students have been invited for an up close and personal tour of Town Hall. This grade studies "community" so the tour fits right in with their curriculum. Response from teachers has been very enthusiastic!



IN THE NEWS

KEY DATES

WARREN - Town Clerk Dolores Trombley and Warren's records were the subject of a recent newspaper article highlighting Dolores' efforts at restoring her historical collection and her growing storage problems. Dolores was also recognized by the American Cancer Society's Jail and Bail and given a Certificate of Parole for her fund raising efforts on behalf of the Society.

January 16 - Quarterly Meeting. Jamestown Country Club. Guest speakers include John Stolgitis, Chief of Fish and Wildlife Division of DEM and Kara Fay of the Attorney General's Office. Raffle drawing.

January 31 - Scholarship deadline for IIMC. Application in the December NEWS DIGEST.

February 6 - IIMC Region I meeting. Black Swan in Lee, Massachusetts.

April 23 - Quarterly Meeting. Westerly hosting afternoon seminar on elections.

May 18-22 - IIMC Annual Meeting. Salt Lake City, Utah.

June 11 and 12 - Annual Rhode Island Conference. Alton Jones Campus. Program topics will include seminar on Vital records.

August 9-14 - Municipal Clerk's Institute Salve Regina College, Newport.

September 23-25 - New England Conference. Sturbridge Host Hotel, Sturbridge, MA.

OFFICIAL WELCOME TO.....

Michael Clement new City Clerk in Providence who replaces recently retired Rose Mendonca.

Pauline S. Payeur new City Clerk in Woonsocket who replaces Rita Johnson. Rita will stay on as the Deputy in Woonsocket.



DON'T FORGET!

Reminders
from
ELECTIONS
DIVISION

As of January 2, anyone checking #9 on their absentee ballot application must have their signature either notarized or must have two witnesses 18 or older. This change applies to the Presidential Primary!

Candidates pamphlets and Presidential preference primary calendars are available from Elections Division.

At the April quarterly meeting, Sharon DiSpirito and Jan Armstrong will sponsor an elections seminar to discuss all new changes and answer any and all questions about elections, reapportionment, etc. Let's hope the reapportionment bill is passed by then!

AROUND NEW ENGLAND

Weddings... Marie Crimmins, Foxboro Town Clerk, recently made news performing a ceremony before a New England Patriot game at Sullivan Stadium for two die-hard fans.

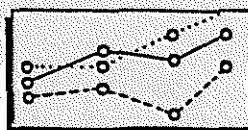
More Weddings... Town Clerk, Mary Wescott of Freeport, Maine, recently performed a ceremony for two L.L. Bean aficionados overlooking the trout pond at the L.L. Bean store in Freeport.

Milton, MA - Our friend, Jim Mullen, will spend January 17, 1992, in the county jail. This isn't a jail and bail! The more money the Rotary Scholarship fund raises, the longer he'll have to stay there!

MARQUES ANNOUNCES CANDIDACY

James D. Marques (North Kingstown) has announced his candidacy for Region I Director IIMC. The New England Association has already donated \$150 for Jim's candidacy and part of the raffle money will be used to help defray Jim's campaign costs.

You'll be hearing more from Jim as May and the Annual IIMC Conference grow nearer!



VITAL SIGNS

From State Registrar, Roberta Chevoya...

WE NEED YOUR HELP!

Dates of Expiration on Marriage Licenses

At this time each year, we begin to notice errors on marriage licenses in the "Date of Expiration" item. Please use extra care. ALL licenses issued from now on will expire in 1992, not 1991, three months from the date of issuance. EXAMPLE:

Issued: November 30, 1991
Expires: February 29, 1992
(it's leap year!)

Obsolete Death Certificate Forms

Within the last two months, two death records have been filed on the obsolete 1978 Revision Death Certificate form. Some funeral directors from other states and/or physicians, apparently have some old forms which were not destroyed. Please do not accept death records for filing unless they have been completed on the 1989 Revision Death Certificate form in current use. Since the current form is 8 1/2 x 9 1/2 and the obsolete form is smaller (8 1/2 x 8), the old forms should be easy to spot.

Toll-Free Number

If you incur toll charges when you call the State Vital Records Office at 277-2812, please note that Governor Sundlun has installed a toll-free telephone number which is in operation from 8:30 to 4:00 p.m. Call 1-800-752-8088 and ask for extension 2812 to reach the State Vital Records Office.

You can still call 277-2812 directly from 8:30 a.m. to 4:30 p.m. if you wish to do so.

From the Staff at Vital Records, best wishes to all for a happy holiday season!!



Retirement

Retirees honored at the June Conference were: Lucy F. Countie (Johnston), Anna C. Quarto (West Warwick), Rose M. Mendonca (Providence), Charles H. Alfred (Warren), Beverly A. Lopes (Tiverton), Harriet W. Ramsey (East Providence), Mary T. Levcowich (Westerly). Happy retirement to all!

SOMETHING TO THINK ABOUT

It isn't too early to start thinking of the annual IIMC meeting in Salt Lake City. First time attendee (Grand Rapids Conference), Roberta Johnson (Coventry) shares her thoughts and impressions on her experiences last May.....

As Town Clerk, representing the Town of Coventry, I recently attended my first IIMC Conference. The Town of Coventry encourages professional growth and development of its employees to update their technical skills and knowledge through participation in professional conferences and meetings.

From the time I made the decision to budget for this conference, I feel I have grown professionally in many ways: some visible, some not so visible.

I would encourage all Town Clerks who have not attended an IIMC Conference to do so in the near future - make it a professional goal and strive for it. Not only will you benefit, but your community will as well through this professional exchange.

For me the accomplishment of attending the conference would have been reward enough. It took varied skills and resources which I wasn't sure I possessed. Just to get on the plane and arrive at the conference center was an accomplishment in itself. Once I was there, however, I knew I had taken a giant step toward professionalism.

The Conference theme was "Bridge to Excellence". I found the educational seminars very stimulating and thought-provoking. Visiting the various exhibits gave me an opportunity to explore the latest technology available for use in municipal government. Networking is made easy by exchanging souvenir pins with Town Clerks from all over the country. I have mine displayed in my office.

I look forward to attending future conferences to strengthen, renew, and extend the many friendships which were made. The times I remember most about my conference attendance were those spent with other Town Clerks. I came back having made many new friends, and I would like to thank them all for making my first IIMC conference a lasting memory.

Sounds terrific, right? Start preparing now for IIMC Salt Lake City, May 18 to 22, 1992!!

BIRTHS!

It isn't often we get to send congratulations on new arrivals--so it is with tremendous pleasure that we let you know of two very special happenings...

South Kingstown announces KARL THOMAS WAHLBERG, JR., son of Dale (Holberton) and Karl, born September 17, 1991.

New Shoreham announces SCOTT (SCOTTIE) DOUGLAS RUTAN, JR., son of Janice and Scott, born October 1, 1991.

Our best wishes to all for long, happy and healthy lives!!

LEGISLATIVE COMMITTEE REPORT

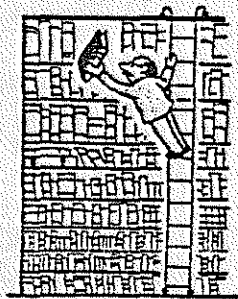
Mary Beck (Narragansett) chair of the Legislative Committee reports the following pieces of legislation have been prefiled:

1. Discharges of mortgages to contain mortgagees name and address.
2. Addition of Town Clerk to the list of those public officials with notary status.
3. All map recordings must be original mylar or linen.
4. Increase in cost to record municipal lien certificates from \$8 to \$10.

5. Allowing the local Boards of Canvassers greater flexibility with regard to Saturday openings for voter registration.

6. The requirement that City and Town Clerks must be notified of all changes in legislation which involve City and Town Clerks.

Mary and her committee have done a great job getting these proposals started. We must all watch the bills to be sure they are given adequate consideration. As the bills wind their way through the session, we will keep you posted!



FROM THE STATE ARCHIVES

Secretary of State Kathleen S. Connell has announced that the State Archives has received a two-year grant of \$97,125 from the National Historical Publications and the National Historical Publications and Records Commission for the establishment of a local government records unit in the State Archives.

The grant project is designed for local government officials and includes a training program of eight workshops, publication and distribution of educational materials, publication of retention schedules for local governments, and the publication of a newsletter. In addition, the State Archives will design and implement a program of advisory and technical assistance for local governments. Services to be developed range from on-site consultations concerning preservation to microfilming to off-site storage.

The project is scheduled to begin in mid-March and provides funding for two grant funded positions.

This new program is good news to those of us who have responsibility for local records. We look forward to hearing more from Tim Slavin in the Spring. In the meantime, anyone with any questions or concerns can give Tim a call at the Archives.

NEW CMC

CONGRATULATIONS TO.....

Roberta H. Johnson, Coventry

BLUEPRINT FOR PRESERVATION

The Environment

1. Minimize temperature extremes and fluctuations. Ideals are no higher than 70° F and 50 % relative humidity. Keep materials cool and dry.
2. Avoid storing in attics, basements, outbuildings, and areas around water pipes. Such environments encourage mold and mildew, and moisture rust fasteners. Rust first stains, then eats through paper.
3. Avoid direct light. Sunlight and fluorescent light weaken and fade papers and inks. Store papers in a dark area.
4. Avoid food and drink while handling materials. These items can soil your papers and attract cellulose-hungry insects and rodents.
5. Avoid dirt and dust. These are abrasive elements. Keep your papers covered.
6. Store in acid-free boxes and use acid-free folders. Although more expensive, these materials help preserve your materials.

A MESSAGE FROM THE PRESIDENT

BEST WISHES FOR A HAPPY AND PROSPEROUS NEW YEAR!!!

Diane C. Mederos, CMC
President

A FINAL WORD:

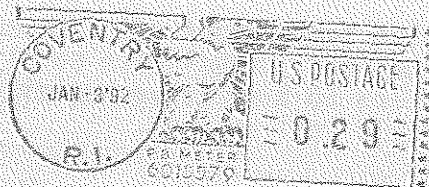
SUCCESS

To laugh often and much; to win the respect of intelligent people and affection of children; to earn the appreciation of honest critics and endure the betrayal of false friends; to appreciate beauty, to find the best in others; to leave the world a bit better, whether by a healthy child, a garden patch, or a redeemed social condition; to know even one life has breathed easier because you have lived. This is to have succeeded.

...Ralph Waldo Emerson



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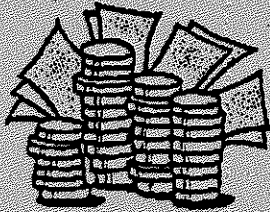
Joseph E. Coduri
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NEWSLETTER

RI TOWN AND CITY CLERK'S ASSOCIATION

Volume 2, No. 2

May, 1992



SCHOLARSHIPS

Scholarship applications are enclosed with the newsletter.

Deadlines for filing are:

Rhode Island - June 5
New England - June 15
Institute - June 30

To apply for Rhode Island and New England Scholarship, you need to complete only one application. A letter from your municipality indicating there are no funds available for education should also be forwarded with your application form. The State Academy Scholarship award is \$150.00. FORWARD ALL SCHOLARSHIP APPLICATIONS TO JAMES D. MARQUES, TOWN CLERK, 80 BOSTON NECK ROAD, NORTH KINGSTOWN, RI 02852-5767.

Be sure to observe all application DEADLINES!!

VITAL SIGNS

Reminder from Roberta to give Joe Aldoriso a call if there are any special subjects you would like covered at the Vital Records Seminar as part of our annual conference.

Remember that any question you have is probably one another clerk has too. We look forward to a wonderfully informative session on Vital Records at the Conference.

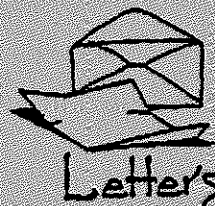
A MESSAGE FROM THE PRESIDENT.....

Budgets...financial town meetings...deficits...elections.....redistricting...I'm sure you could easily add to this list based on what's going on in your own communities.

It may help to remember that we're all faced with demands which 30 hour days probably wouldn't diminish. So I'll leave you with the words my mother used to say about the housework when we'd go off fishing for the day...it'll be there when we come back!!

Wish you wonderful summer vacations!!

Diane Mederos



ANYBODY ELSE WITH THIS PROBLEM??

A Town Clerk writes, "We are getting more and more requests through the mail or over the counter from people who don't want to take the time to make a significant number of land evidence copies themselves. I've been charging \$1.50 per copy plus \$15.00/hour retrieval time."

Has anyone else encountered this problem? How have you handled it?

Do you refuse to do the work? Should we be introducing legislation to cover retrieval time for land evidence or are we covered by the statute on copies of public records?

If you have any thoughts on the above, please let the Editor know.



COVENTRY - Town Clerk Roberta H. Johnson, with assistance from Historian Ruth Herndon, has located the list of Coventry Freemen who voted against adopting the federal Constitution. The list, while missing for a while, was found safe and snug in an acid free folder.

PAWTUCKET - Registrar of Voters Dawn M. McCormick has begun a program to inform high school seniors about the differences in city and state elections. She has attended several classroom forums in the city's two public high schools.

COVENTRY - Town Clerk Roberta H. Johnson was the subject of a recent article in the KENT COUNTY DAILY TIMES after she received her CMC award.

EXETER - Town Clerk Gail T. Robnett resigned her position on February 14. Cheryl A. Chorney was the unanimous choice of the Council to replace Gail. Congratulations, Cheryl! And Welcome!

Town Clerk Robnett and Deputy Barbara Morgan have sued the Council over back pay for Morgan. The Council proposed pay reductions at the last Financial Town Meeting, but was overruled by voters who elected to have salaries remain the same. Councilors viewed the vote as a salary cap, not a mandate, and refused to pay Morgan her full pay.

Exeter records have received attention from State Archivist Tim Slavin who told the Council "the Town needs to make a concerted and sustained effort to preserve public records." The records, stored in the town hall basement, came under criticism in reports from the building inspector and the fire chief.

GLOCESTER - Town Clerk Barbara E. Robertson and Deputy Lee LaCasse recently presented a new Town flag to the Town Council. The Flag was designed by Town Clerk Barbara E. Robertson and will make its first public appearance in the annual Fourth of July Parade.

NEW SHOREHAM - Sue Shea was recently sworn in as the Town's first appointed Town Clerk. Sue replaces Janice Rutan who recently resigned her position. Congratulations, Sue!



VOTER

Other than those hours mandated by law, some Boards of Canvassers are providing extra hours for voter registration. Once a week evening hours, early opening and extended closing hours, and once a month openings on certain Saturdays during the summer are being considered by some Boards.

Let's hope the more people who register early, the shorter the lines will be for registration during the last week before registration deadline. By the way, why not ask your Board members to help with some of the extra hours. A good way to provide a service and not expend any extra dollars.

Annual Conference

June 11 and 12 will bring a much needed break from elections and reapportionment in the lovely setting at Alton Jones Campus. The RITCCA annual conference will bring a morning ethics session and afternoon records management discussion on Thursday. On Friday morning is scheduled a seminar on vital records with Roberta and Joe.

A note of encouragement for the canvassing clerks to come and participate at the conference. The Education Committee has tried to arrange some "generic" topics which will have a wide range of interest among our association members. Records management and ethics are topics which concern all of us! We enjoyed your participation at the quarterly meeting in Westerly and look forward to seeing you at Alton Jones in June.

NEW CMC'S

Conratulations to.....

Donna L. Giordano - Town Clerk - Westerly

Dale S. Holberton - Town Clerk - South Kingstown

Both recently were awarded their Certified Municipal Clerk awards from IIMC.

Our best wishes for a speedy recovery to State Registrar Roberta A. Chevoya, recuperating from recent surgery.

Take care, Roberta!

SALVE!! SALVE!! SALVE!!

Joanne Mower, Deputy in Middletown has forwarded two terrific articles about her experiences and feelings about Salve. You wonder if Salve is worthwhile?? Read on...

Thinking about going to the Institute? Wondering if it is worth your time, money and effort? Well, let me tell you why I have attended for two years and fully intend to return for a third and more. I go back to the Institute because it makes me FEEL GOOD.

You are probably wondering how going to school in the middle of summer could make you feel good. But this is not a school, this is an experience. The Salve Experience. You are surrounded by your peers; Municipal Clerks from the entire New England area attend the Institute. And what

a great way to share your experiences from the past year; your frustrations with the State and Federal Government mandates, your pride over receiving funds to begin preserving the Town's historic documents, or your joy that an office problem has been solved by implementing an idea recommended by a classmate or instructor.

You leave Newport physically exhausted, but spiritually revitalized. In one week you are bombarded with new concepts, both in the way you think and in office procedures. Your self-esteem is at an all time high, because you and your opinions are valued there. You have become a member of a group of very important people, those who care about their profession and themselves. People who have the desire to refine and improve their professional skills, and doing so makes them FEEL GOOD.

BLUEPRINT FOR PRESERVATION

Bill Stewart of Brown's River Bindery has been good enough to give the following suggestions...

With municipal budgets being cut, many records preservation projects have been pared back or eliminated. This past year, three new ideas have been used to fund this important work:

Trust Funds: Many municipalities have trusts established for the purpose of "enhancing or bettering the community". What better way to better your community than by ensuring that its written history will be around for many more generations to use? The dollar amounts have ranged from under \$500 to over \$100,000. Ask your solicitor, board/council members, mayor or manager. You might be surprised what turns up.

Local Businesses: Two banks in Maine donated \$1,000 each to their communities for records preservation.

This is a good way for local businesses to contribute to the community as well as offering them an excellent photo opportunity. Special dedication plates are put in the front cover acknowledging donors.

Local Schools: Barbara Martin, Town Clerk of Berwick, Maine, along with the Berwick historical society have taken the problem to the local elementary school. They have responded by staging a penny and nickel drive to raise funds and adopt a book of their own.

Remember, these are one time only sources for funding. The best way to address this problem is by securing a line item in your budget and do a little bit each year.

FOOD FOR THOUGHT!!

The mind, once expanded to the dimensions of larger ideas, never returns to its original size.

Oliver Wendell Holmes

Copies of the membership list of the Rhode Island Town and City Clerks Association is available from membership chair Valerie Perry in East Providence. If any honorary members would like a copy of the list, please contact Val at 434-3311. She'll be happy to send you a copy!

NEW ENGLAND NEWS

The Uniform Procedures Manual should be available for distribution at the September Conference in Sturbridge.

Speaking of Sturbridge, Massachusetts Clerks have arranged what seems to be a terrific conference. Programs will have an elections flavor throughout. A commuter package is planned for those who are unable to stay overnight. Highlights will be a casual President's Reception (outside weather permitting), Sturbridge Village Tours, a mock town meeting, and elections panel.

Mark your calendars now for what promises to be another great conference! September 23, 24 and 25!

For those of you who may be new, the Editor of this little Newsletter is Sue Sheppard, Town Clerk in Lincoln. Roberta Johnson and her staff in Coventry are the printers of the Newsletter. Any comments or suggestions can be directed to Sue at 100 Old River Road, Lincoln, RI 02865.

APPLICATION FOR SCHOLARSHIP ASSISTANCE
NEW ENGLAND ASSOCIATION OF CITY AND TOWN CLERKS

NAME _____ DATE _____
ADDRESS _____ PHONE NUMBER HOME _____
CITY/TOWN _____ PHONE NUMBER OFFICE _____
POPULATION _____

+++++
I would like to apply for scholarship assistance for attending the NEW ENGLAND MUNICIPAL CLERKS INSTITUTE AND ACADEMY which will be held from _____ to _____.

I will be in my FIRST _____ SECOND _____ THIRD _____ year, or I will be taking the following ACADEMY COURSES:

+++++
The tuition for the course that I am taking is \$ _____.
I am asking for \$ _____ in scholarship assistance.
I have _____ have not _____ applied for other scholarship assistance.
I have received a scholarship this year from _____ in the amount of \$ _____.
My municipality will pay \$ _____ toward my tuition.

I have enclosed a letter stating that I have applied for funds and have been denied, signed by the Chairman of the Selectboard, City Council President or Finance Chairman or _____.

+++++
I am a member of International Institute of Municipal Clerks Yes _____ No _____
I am a member of New England Association of City and Town Clerks Yes _____ No _____
I am a member of my State Association _____ Yes _____ No _____
I am a member of my County Association _____ Yes _____ No _____

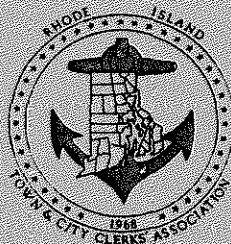
I am a Municipal Clerk Yes _____ No _____
I am an Assistant/Deputy Municipal Clerk Yes _____ No _____
I have held this office since _____

Please list below the Professional Courses you have attended.

Signed _____

+++++
Application received by State Scholarship Committee on _____
Application forwarded to New England Association Scholarship Committee on _____
Application approved on _____
NEACTC Treasurer notified on _____

Rhode Island Town and City Clerks' Association



RHODE ISLAND TOWN & CITY CLERKS' ASSOCIATION CONFERENCE FUND

The Rhode Island Town and City Clerks' Association is offering shirts and tote bags with the New England Association of City & Town Clerks' logo. The proceeds will be used to help finance the New England Conference in Rhode Island in 1994.

Please fill out the order blank below and forward with your check to Sue Sheppard at the address below.

Prizes are: Beefy Tee.....\$12.00
Polo.....\$18.50
Sweatshirt.....\$25.00
Tote Bag.....\$ 8.00

ORDER BLANK

All Shirts are White

Tee Shirt: Small____ Medium____ Large____ Ex Large____

Polo Shirt: Small____ Medium____ Large____ Ex Large____

Sweatshirt: Small____ Medium____ Large____ Ex Large____

Tote Bag: _____

Total Number of Items _____

Total Amount Enclosed \$ _____

Make Checks Payable To: Rhode Island Town & City Clerks'
Association Conference Fund

Mail To: Sue P. Sheppard, CMC
Town Clerk
100 Old River Road
Lincoln, RI 02865

OFFICE OF THE TOWN CLERK
COVENTRY TOWN HALL
1670 FLAT RIVER ROAD
COVENTRY, RI 02816-8911



Joseph E. Coduri
Office of Municipal Affairs
1 Capitol Hill
Providence, RI 02908-5873

