

RI TOWN & CITY CLERKS' ASSOCIATION

September 25, 2026, Quarterly Meeting
Sports Kitchen
300 Industrial Way
Tiverton, RI 02878

AGENDA

8:00 a.m. Registration

8:45 a.m. Welcome

Jennifer M. West, CMC, Portsmouth Town Clerk, President
Joan Chabot, Tiverton, Town Clerk
John G. Edwards, V, Tiverton Council President
Patrick Jones, Tiverton Town Administrator

8:55 a.m. Kristen Cordeiro – Deputy Director of Business Services, RI Department of State

9:00 a.m. MEETING CALL TO ORDER- Jennifer M. West, CMC Portsmouth Town Clerk

9:00 a.m. The Nominating Committee met on Monday, July 27, 2026 and voted to recommend the following individuals for the 2026-2028 slate of officers:

- President: Lillian Frye, Lincoln Town Clerk
- Vice President: Melissa Cordeiro, Bristol Town Clerk
- Secretary: Joan Chabot, Tiverton Town Clerk
- Treasurer: Emily Houle, South Kingstown Town Clerk

Vote to approve slate of officers

Swearing in of officers by Kathy Placencia, Director of Elections, RI Department of State

9:15 a.m. Ashley Selima, Director of State Archives & Public Records Administration, RI Department of State and Hailey Paganetti, Local Government Records Specialist, RI Department of State Present an Introduction to Disaster Planning, Salvage and Response

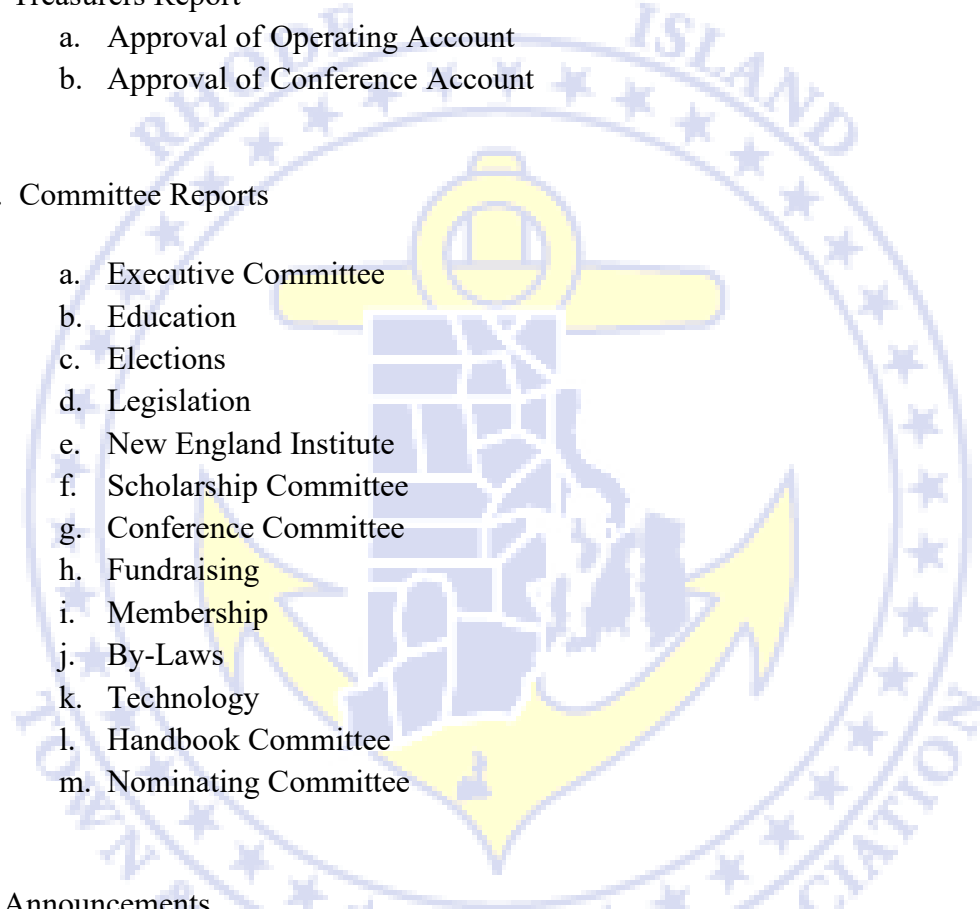
10:30 a.m. 15 minute break

10:45 a.m. Continuation of Introduction to Disaster Planning, Salvage and Response

11:45 a.m. **Raffles – Please bring a basket or items to raffle and \$25.00 gift certificate for The New England Conference if your City or Town has not already done so.**

12:00 Noon- Lunch

12:15 p.m. Business Meeting (continued)

1. Secretary's Report
 - a. Approval of Minutes
 2. Treasurers Report
 - a. Approval of Operating Account
 - b. Approval of Conference Account
 4. Committee Reports
 - a. Executive Committee
 - b. Education
 - c. Elections
 - d. Legislation
 - e. New England Institute
 - f. Scholarship Committee
 - g. Conference Committee
 - h. Fundraising
 - i. Membership
 - j. By-Laws
 - k. Technology
 - l. Handbook Committee
 - m. Nominating Committee
 5. Announcements
 - a. Retirement of Lynn Hawkins, Exeter Town Clerk effective August 28, 2026
 - b. Congratulations to Carlos Alaan, Deputy City Clerk Newport on receiving his CMC designation
 - c. Retirement of Peggy Long, Scituate Town Clerk effective December 31, 2026
 - d. Passing of Carol Zinno, former Portsmouth Town Clerk (November 1984-November 2003) on August 13, 2026
 6. New Business
 - a. Discussion and action regarding invite of Senators/Representatives for 2027 Legislation at the January Meeting
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- The seal of the New England Association of Town Clerks is a circular emblem. It features a central shield with a map of New England, overlaid with a grid pattern. Above the shield is a yellow bell. The shield is flanked by two yellow anchors. The entire emblem is encircled by a ring of stars. The words "NEW ENGLAND" are written along the top arc, and "TOWN CLERKS ASSOCIATION" along the bottom arc. The year "1968" is inscribed at the bottom center of the seal.

- b. Discussion and action New England Association Shared Services Model
Responses regarding grant opportunity to hire an executive director
- 7. Upcoming Meetings
 - a. January 29, 2027 - Quarterly Meeting Middletown
 - b. April Quarterly Meeting Lincoln
- 8. Adjourn

