



Exceeding the Information Management Needs of City and Town Clerks of New England

*Ethics, Elections, Boards,  
Commissions, Committees  
Campaign Finance,  
Conflict of Interest and  
Open Meeting Law  
Tracking System –EBCTS©*



*Exceeding the Information Management Needs of City and Town Clerks of New England*

*Ethics, Elections, Boards, Commissions and Campaign Finance Tracking System – EBCTS*© will assist you in tracking the course of events and keeping records pristine, accurate, safe and instantly accessible.

Eliminate the cumbersome process of accessing ethics requirements, and keep updated election records including personnel, positions, dates and terms as well as all legislated requirements. No more spreadsheets, plastic sleeves, binders or copy machines!

*EBCTS*© allows you to track different items from different offices:

- maintain all **PEOPLE** to be tracked including ethics, campaign finance, open meeting law, and conflict of interest requirements, party affiliation, and background
- maintain **POSITIONS** including title, board, commission, designation, responsibilities, appointed or elected, paid or volunteer, member or alternate, terms in years
- maintain **TERMS**: person, position start and end dates, print appointment letters and slips
- maintain **ELECTIONS, BOARDS, COMMITTEES** and **COMMISSIONS**: charge, members/alternatives, term lengths and vacancies. member memos, appointed by, multiple liaisons, current terms and positions
- extensive **REPORTING** capabilities

*EBCTS*© enables internet posting of information if so desire, from your municipality's webpage or IMAS' webpage, enabling you to elicit and serve the public efficiently.

The first 100 users of *EBCTS*© will get FREE conversion of their **PEOPLE** files, 15% annual maintenance on any new software purchases, and *an additional 15% customer loyalty discount to existing clients* with up to 15 years to pay for all!



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The screenshot shows a Microsoft Access application window titled "Microsoft Access - [TCS™ EBCTS]". The interface is titled "Elections, Boards, and Commissions Tracking System" and features a large American flag graphic on the right side. On the left, there is a menu with the following items:

- People, Ethics, CFT, OML, and COI
- Positions
- Terms
- Committees, Boards, and Commissions
- Report Menu
- Settings
- Town Info
- Exit Application

At the bottom left of the application window, the text "TCS™ - EBCTS Version Number: 1.0 (C) 2010 IMAS, L.L.C." is displayed. The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time 5:55 PM.



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## People main screen

Microsoft Access - [frmPeople : Form]

People

General Info | Ethics Tracking | Campaign Finance | Open Meeting Law | Conflict of Interest

Person ID: [ ]  Active

Title: [ ]

Home Phone Number: [ ]

Office Phone Number: [ ]

Cell Phone Number: [ ]

Fax Number: [ ]

Telephone 1: [ ] Ext. [ ]

Telephone 2: [ ] Ext. [ ]

Email Address: [ ]

Birthdate: [ ]

Political Party: [ ]

Info Card On File

Info Card Date: [ ]

First Name: Stephen

Middle Name: Dominick

Last Name: Mascola

Suffix: [ ]

Business Name: [ ]

Address 1: 126 Criagemoire Circe

Address 2: [ ]

City: AVON

State: CT Zip Code: 06001-

Status: Full Time

Department: [ ]

Background: [ ]

Interests: [ ]

View Current Positions

New Record Save Previous Next Delete Search Close

start | C:\Documents and ... | Web-Based Email :... | E:\ | EEBCT55ScreenShot... | TCS™ EEBCTS | frmPeople : Form | 10:04 PM

Tracking of: **Ethics, Campaign Finance, Open Meeting Law (OML) and Conflict of Interest**  
Including the capability to scan-in the required forms for each of the above:



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## Positions main screen

Microsoft Access - [frmPositions : Form]

File Edit Insert Records Window Help

Type a question for help

### Positions

PositionID:   Active

Position Title:

Committee, Board, or Commission:

OR

Elected Position:

Position Description:

Responsibilities:

Appointed, Elected, or Hired Employee:

Standard Term Years:  Paid or Volunteer:  Member (M) or Alternate (A):

New Record Save Previous Next Delete Search Close

start | Web-Base... | C:\Docum... | LogMeIn -... | Microsoft ... | C:\Docum... | EEBCT55c... | TCS™ EEB... | frmPositio... | 6:10 PM



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## Terms main screen

Microsoft Access - [frmTerms : Form]

File Edit Insert Records Window Help

Type a question for help

### Terms

TermID:

Person:

Position:

Term Start:

Term End:

Date Appointment Letter Sent:

Date Appointed:

Sworn In:

Reappointment Requested At End Of Term

Conflict of Interest Receipt Returned:

Date Reappointed:

Reappointment Comments

Number of Meetings Attended Per Year of Term:

Year	Number Of Meetings Attended
2009	10
2010	5
*	0

Record:  of 2

Print Appointment Letter

Print Appointment Slips

New Record Save Previous Next Delete Search Close

start

Web-Base... C:\Docum... LogMeIn -... Microsoft ... C:\Docum... EEBCTSSc... TCS™ EEB... frmTerms ... 6:10 PM



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## Elected Position, Board, Committee and Commissions main entry screen

Microsoft Access - [Committees, Boards, and Commissions]

File Edit Insert Records Window Help

Type a question for help

### Committees, Boards, and Commissions

Committee, Board, or Commission Name: 1867 West Dennis Graded School House Committee

Charge: Yes

Members		Alternates	
Number Of	7		1
Term Length (years):	3	Staggered Terms	0
Vacancies:	0		0

Member Memo:  
7 Members

Liason: Steve Estey

Chairperson:

Status: Active

Usual Number of Meetings Held Per Year: 10

Actual Meetings Held Per Year:

List Returned For This Year

Yearly Review Scheduled: 4th Week of July

Last Date Reviewed:

Full Name	Position	M/A	Start	End
Mascola, Stephen	Chair	M	1/1/2009	1/1/2012
Gasparini, Jeff	Member (1)	M	1/1/2009	1/1/2012
Dresch, John	Member (2)	M	1/1/2008	1/1/2012

New Record Save Previous Next Delete Search Close

start Web-Base... C:\Docum... LogMeIn ... Microsoft ... C:\Docum... EEBCTSc... TCST™ EEB... Committee... 6:11 PM



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## Report menu

Microsoft Access - [Report Menu]

File Edit Insert Records Window Help

Type a question for help

Current Committee/Board Positions By People

Current Positions By Committee, Board, or Commission

Info Cards By Committee, Board, or Commission

Campaign Finance By Year Year:

Ethics Training Report

Reappointment Letters Mail Merge To Chairmen Appointment Expiartion Date:

Reappointment Report By Commission

Reappointment Letters Mail Merge Direct Letter

Vacancy Report

Press List

Reappointment Report To Board of Selectmen Appointment Expiartion Date:  Meeting Year:

Close

start | Web-Base... | C:\Docum... | LogMeIn - ... | Microsoft ... | C:\Docum... | EEBCTSSC... | TCS™ EEB... | Report Menu | 6:11 PM





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