

LICENSING & REGISTRATION

- **161 TOWN CLERK**

General Category : General Government

Department **TOWN CLERK**

Dept # 161

EXPENDITURES	Actual 2013	Appropriated 2014	Expended thru 12/31/2013	FY15 Level Services Request	FY15 Fin Comm Recommend	FY15 Town Administrator Budget
5111 Wages Full Time	92,860	95,162	46,435.03	99,107		99,107
5113 1st Registrar	338	500	250.00	500		500
2nd Registrar	338	500	250.00	500		500
3rd Registrar	338	500	250.00	500		500
5124 P/T Wages Temp	23,326	4,000		14,000		14,000
5144 Longevity	150	150	150.00	150		150
TOTAL PERSONAL SERVICES	117,350	100,812	47,335.03	114,757	-	114,757
5248 Office Equipment R & M	800	450		450		450
5279 Custodial Services	950	225		800		800
5305 Printing/Bookbinding	5,586	7,300		5,200		5,200
5314 Seminars		400	38.00	400		400
5315 Other Professional/Technical				2,100		2,100
5341 Telephone	245	300	91.39	300		300
5344 Postage	3,109	3,500	1,489.14	3,500		3,500
5420 Office Supplies	1,491	1,500	348.00	1,500		1,500
5581 Subscriptions/Books						
5710 Travel	663	300	309.00	300		300
5730 Dues & Memberships	110	150	85.00	150		150
5740 Insurance	200	200	200.00	200		200
TOTAL EXPENSES	13,154	14,325	2,560.53	14,900	-	14,900
TOTAL TOWN CLERK	130,504	115,137	49,895.56	129,657		129,657

Staffing - Base Wages excluding Overtime/Shift/Holiday

Anniv Date	Title	Grade/Step 7/1/2014	Hourly Rate	Rate #1 Hours	Grade/Step Anniv	Hourly Rate	Rate #2 Hours	Total Annual
7/1/2014	Town Clerk	G7						63,066.00
	Town Clerk BOR Stipend							800.00
	MGL Ch41:19K Stipend							1,000.00
10/23/2014	Assistant Town Clerk	H3-14	18.48	578.00	H3-15	18.84	1,250.50	34,240.86

Program Description/Description of Services

In the space below provide a brief and concise description of your department/program. What is the overall mission of your department and what are your primary goals? How will your department go about achieving them? And in a few sentences, describe the responsibilities of each element/division of your department and the programs/services that each provides.

(Note: You may find it useful to refer to prior year “program description narratives”. These have been provided for your convenience)

Department Name: **Town Clerk**

Department Number 161

Purpose of Department/Mission

The Town Clerk's functions are prescribed by Massachusetts General Laws, Town by Laws, and by Montague's Town Meeting Acts Chapter 398 of 1962. The Town Clerk is the Town's Chief Election Official, Recording Officer, Registrar of Vital Statistics, Public Records Officer and Licensing Officer. The Town Clerk's office is committed to be a reliable provider of information and quality services to the community and its residents and to work cooperatively and in conjunction with all departments, boards and committees while complying with state and local statutes. This office is dedicated to the preservation of the Town's vital records and historical documents for the benefit of future generations. All elections are conducted in a fair and open manner providing equal access to all citizens and the right to vote is respected as a fundamental civil right.

Department Staffing

- One full-time elected Town Clerk
- One full-time appointed Assistant Town Clerk
- Three part-time Registrars appointed by the Selectmen
- Numerous part-time Poll Workers

Mandated Services

- Chief Election Official: supervises voter registration, oversees polling places, election officers, and the general conduct of all elections as well as directs the preparation of ballots, polling places, voting equipment, voting lists, administers campaign finance laws, certifies nomination papers and initiative petitions, and serves on the Board of Registrars. The Clerk conducts the annual town census and prepares the street list of residents.
- Recording Officer: records and certifies all official actions of the Town, including Town Meeting legislation and appropriations, election results, Planning and Zoning Board decisions, signs all notes for borrowing. The Town Clerk is the "keeper of the seal" and attests by signature and seal to bonds, contracts, bylaws, resolutions and any other documents requiring town certification.
- Licensing Officer: issues marriage licenses, business certificates, dog licenses, underground fuel storage registrations, pole locations and raffle/auction permits.
- Registrar of Vital Statistics: records, indexes and reports all official records of births, deaths, and marriages, providing the basis for the Commonwealth's Central Vital Registration System. Corrects and amends records as directed by court action and establishes birth records for foreign born adopted children upon request.
- Public Records Officer: responsible for the maintenance, filing and issuance of vital, business and legal records adhering to records management schedules, thereby providing a legal and historically accurate record of Town actions. The Town Clerk maintains the official town bulletin board and the calendar for the scheduling of meetings of any town board, commission or committee (including subcommittees). Pursuant to MGL Chapter 39, Section 23B, such meetings are open to the public and must be held in a building accessible to the public. Board, Committee and Commission meeting minutes are filed with the Town Clerk.
- Receives and records all applications and final decisions of the Planning Board and the Zoning Board of Appeals. Issues statements of "no appeals" or records Notice of Appeal to Superior Court.
- Submits new or amended by-laws to Attorney General with necessary documentation for approval and records approval with effective dates.
- Disseminates Conflict of Interest and Open Meeting Law to all employees, committees, boards and commissions.
- Administers and maintains record of the Oath of Office for all town officials.

Revenues Generated

- Certified Copy Fees
- Street Lists Fees
- Business Certificate Fees
- Pole Location Fees
- Marriage Intention Fees
- Raffle Permit Fees
- Dog license and Late Fees
- Fuel Storage Fees
- Non Criminal Disposition Fines
- Reimbursements from the Commonwealth for Extended Polling Hours
- Reimbursements from Gill-Montague Regional School District for ½ the Cost of the Annual Town Election

Budget Statement

Describe the most significant changes that you are proposing in your FY 2015 budget submission. What are the key factors that are driving spending in your budget? These could include uncontrollable increases (greater than inflation) for materials, supplies or utilities; increases related to the implementation of collective bargaining agreement; staffing increases; the implementation of new programs or services, possibly driven by new statutory requirements, compliance issues or need to address deferred maintenance. Conversely, note any savings that are anticipated due to greater efficiency in your operations.

- In FY 2013, I had 4 elections (1 of which was an unscheduled special election)
- In FY 2014, I had 3 elections (2 of which were unscheduled special elections)
- In FY 2015, I have 3 scheduled elections (no unscheduled special elections yet)

Elections drive my budget. For fiscal years 2013 and 2014 I had to increase my budget line items for poll workers and the school custodian with unscheduled special elections. Extra ballot printing costs are incurred for unscheduled special town elections due to the resignation of a Selectman. The state pays for the extra ballot printing costs incurred for unscheduled state elections.

There is always extra postage to be incurred in my budget when there is an unscheduled election. Ballots are mailed overseas and within the US. First class, expedited and overnight mailings are mandated for all qualified voters whose address is in the town of Montague who will be out of the commonwealth on Election Day. The same is true if citizens have been out of the country for years, but their last known address was Montague. I am required to send absentee ballots anywhere in the world at the Town's expense.

Form Narrative 2

Objectives

Describe the department's primary objectives for the upcoming fiscal year. These could include both "maintenance objectives" (i.e. continuing to provide the same level of services as the current year) and "new initiative objectives. Wherever possible an attempt should be made to identify the two or three key objectives for each division/element of your department. A matrix identifying the apparent divisions/elements of your department will be provided to you.

1. Future Goals

- To create a database for vital records through scanning births, deaths and marriages records for electronic issuance.
- To work with town officials in creating much needed storage for permanent town records.
- To work with town offices and town officials in updating current town by-laws.
- To work with town offices and town officials in amending the Town Meeting Acts.
- To implement the Vitals Information Partnership with the Registry of Vital Records and Statistics.

2. Current & Ongoing Goals

- To recruit and train election workers in election procedures, rules and regulations
- To update and maintain the Voter Registration Information Systems (VRIS) database.
- To address inventory and retention of records and documents, proper maintenance and storage of records, preservation of documents, and public access to public records information.
- To be proactive in community outreach in the areas of census and voter registration.
- To use all media available to better inform and communicate with the public, including press releases, the town website, cable TV, letters and mailings that may be available from time to time.
- To continue attending education classes and to maintain certification of Certified Massachusetts Municipal Clerk.

Major Accomplishments

Describe the most significant accomplishments of your department over the past eighteen months. Also, describe why you consider these accomplishments significant and identify the benefits that have been/will be realized by the town. These could include costs savings, greater efficiency, increased service levels, improved safety, or enhancements to quality of life.

Major Accomplishments:

- Preserved and digitized six permanent town meeting minute books from 1754 through 1925.
- Online services are now offered to request and purchase a birth, marriage or death certificate or to buy a dog license on the town's website.
- Credit cards are now accepted at the town clerk counter.
- Town ballot boxes from the early 1900's have been totally overhauled and are ready to roll for the next few decades.
- Town clerk has received the prestigious designation of "Certified Massachusetts Municipal Clerk" by passing a state exam and has attended and graduated from the New England Municipal Clerk's Institute and Academy.
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Form Narrative 3

Performance/Workload Indicators

Provide comparative measures of performance and workload delivered in FY 2013, estimated in FY 2014, and anticipated in FY 2015 in for key departmental divisions/elements. The appropriate measures will be identified during your meeting with the Town Administrator.

- I have 3 elections scheduled for FY 2015. My budget should be similar to FY 2014 in which there were 3 elections also.
- There is always the annual town census and dog licensing