



CITY OF GARDNER MASSACHUSETTS

ALAN L. AGNELLI
CITY CLERK

2017 ANNUAL REPORT OF THE CITY CLERK

To the Honorable Mark P. Hawke, Mayor of the City of Gardner, the Honorable Scott J. Graves, President of the City Council, and Honorable City Councillors:

I am pleased to submit the 2017 Annual Report of the City Clerk.

In 2017, the City Clerk was capably supported by Assistant City Clerk Titi Siriphan and Assistant City Clerk John Olivari.

The function of the City Clerk is to not only administer vital records and provide the public and municipal officers with a host of essential services, but to provide administrative support to the City Council, its standing committees, and to the Board of Registrars of Voters.

The Clerk's Office wishes to acknowledge the invaluable support of the Mayor, the City Council, the Board of Registrars of Voters – Registrar Patricia Darby, Registrar Darlene Morrilly, Registrar Mario Guay, Assistant Registrar Calvin Brooks and Assistant Registrar Neil Janssens – and the many dedicated Election Officers who efficiently administer the voting process at the City's ten polling precincts.

In summary, the entire team contributed to a very productive year for all three divisions; and fittingly, I express my grateful appreciation.

Respectfully,

City Clerk

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Vital Records – Births

The process of creating, registering, reporting, issuing, amending and maintaining vital records forms an important part of the City Clerk's responsibilities.

In 2017, the City Clerk's Office recorded 493 births. Of these, 112 babies were born in Gardner to residents of Gardner; 100 babies were born elsewhere in Massachusetts to Gardner residents; and, 281 babies were born in Gardner to non-Gardner residents. In addition, 2,393 certified birth certificates were issued.

Vital Records – Deaths

In 2017, the City Clerk's Office recorded 365 deaths. Of these, 165 were Gardner residents who died in Gardner; 87 were Gardner residents who died elsewhere in Massachusetts; and, 113 were non-residents who died in Gardner. In addition, 1,612 certified death certificates were issued.

Vital Records – Marriages

In 2017, Marriage Intentions were filed by 140 couples and 131 Marriage Licenses were recorded. Of these, 40 Gardner residents were married in Gardner; 57 Gardner residents were married elsewhere in Massachusetts; and, 34 non-residents were married in Gardner. In addition, 366 certified marriage certificates were issued.

City Council

Elected by the City Council, the City Clerk also serves as Clerk of the Council. In this capacity, the City Clerk provided information and research assistance to enable the City Council to fulfill its legislative responsibilities. The Clerk prepared and distributed the Council Calendar for each meeting, attended and transcribed the proceedings of 22 Regular meetings, 6 Informal meetings, 2 Special meetings, and 3 Public Hearings. In addition, the City Clerk attended and transcribed the proceedings of 22 Finance Committee meetings. Assistant City Clerks Titi Siriphan and John Olivari provided meeting transcription support to the Public Safety and Public Welfare Committees, while Ms. Denise Merriam, Administrative Assistant to the Director of Public Works, provided transcription services to the Public Service Committee. The Clerk's Office posted all meeting notices of the Council and its four standing committees.

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Elections

As Chief Election Official, the City Clerk is responsible for directing all elections conducted in the City of Gardner. The City Clerk contracts for polling facilities; supervises the arrangement of each polling site for election day; oversees the printing of municipal election ballots; tests voting equipment; procures election supplies; and, certifies election results.

In 2017, the City’s voters cast their ballots at the following polling sites:

- WARD 1, PRECINCT A Elk’s Home, 31 Park Street
- WARD 1, PRECINCT B Elk’s Home, 31 Park Street
- WARD 2, PRECINCT A Levi Heywood Memorial Library, 55 W. Lynde Street
- WARD 2, PRECINCT B Levi Heywood Memorial Library, 55 W. Lynde Street
- WARD 3, PRECINCT A Acadien Social Club, 193 Parker Street
- WARD 3, PRECINCT B High Rise Community Room, 104 Church Street
- WARD 4, PRECINCT A Gardner Police Headquarters, 200 Main Street
- WARD 4, PRECINCT B Gardner Police Headquarters, 200 Main Street
- WARD 5, PRECINCT A Knights of Columbus, 110 South Main Street
- WARD 5, PRECINCT B Knights of Columbus, 110 South Main Street

In 2017, the City Clerk supervised the November 7, 2017 City Election and the November 7, 2017 Special State Senate Primary, the City’s first dual-election, as well as the December 5, 2017 Special State Senate Election. In addition to planning and supervising elections, the City Clerk provides year-round election and voter information to media, political parties, candidates, and residents.

The City Clerk’s Office disseminated voter lists and voter history data to candidates, political parties and others, and provided candidates and political party organizations with campaign finance reporting materials. The Clerk administered all Office of Campaign and Political Finance filings for candidates for the City Council and School Committee.

The Clerk’s responsibilities include hiring, training and supervising over 100 poll officials comprising Wardens, Clerks, and Inspectors for ten voting precincts. In 2017, 122 Officers were appointed to serve the City in various election capacities. Election day typically begins as early as 5:00 a.m. for many poll workers and may end late into the evening; accordingly, the City is extremely grateful to them for their tireless dedication and commitment to the fair and impartial administration of our elections.

2017 Election Officers

| | | | | | | | |
|------------|----|--------------|------------------|-----------|-----|---------------|------------------|
| Alice | P. | Anderson | Warden/Inspector | Charles | R. | LeBlanc | Inspector |
| Joseph | R. | Andrews | Inspector | Dianne | M. | LeBlanc | Inspector |
| Brad | S. | Arnold | Inspector | Donald | A. | LeBlanc | Inspector |
| Trine | | Aschim | Inspector | Patricia | A. | LeBlanc | Inspector |
| Adeline | M. | Aukstikalnis | Inspector | Roger | R. | LeBlanc | Inspector |
| Sandra | J. | Barton | Inspector | Cathy | T. | Leger | Inspector |
| Carole | A. | Baublis | Inspector | Dorothy | E. | Leger-Lore | Inspector |
| Claire | D. | Baublis | Inspector | Donna | M. | Lehtinen | Clerk |
| Lola | L. | Beaudoin | Inspector | Patricia | A. | Lewis | Inspector |
| Norman | H. | Beauregard | Warden | Janice | | Magliacane | Clerk |
| Rachel | I. | Blais | Inspector | Donald | R. | Mailloux | Inspector |
| Agnes | H. | Blood | Warden | Roland | D. | Mailloux, Jr. | Inspector |
| Nancy | A. | Boucher | Inspector | Lorraine | A. | Manca | Inspector/Warden |
| Anita | M. | Boudreau | Inspector | Linda | M. | Martel | Inspector |
| Louise | C. | Boudreau | Inspector | Marcel | | Martin | Inspector |
| Gloria | C. | Bourgeois | Inspector | Deborah | F. | Mathieu | Inspector |
| Shirley | B. | Bunarowski | Inspector | Annette | M. | Melanson | Inspector |
| Paulette | A. | Burns | Clerk | Clifton | J. | Melatti | Inspector/Warden |
| Ann | F. | Chandler | Inspector | Kathleen | | O'Brien | Inspector/Clerk |
| Judith | T. | Collette | Inspector | Gloria | M. | O'Malley | Inspector |
| Barbara | M. | Cormier | Inspector | Robert | L. | Owens | Inspector |
| Carol | A. | Cormier | Inspector | Thomas | H. | Patterson | Warden |
| David | J. | Cormier | Inspector | Melissa | A. | Paulhus | Inspector |
| Marcelle | S. | Cormier | Warden | Priscilla | J. | Proulx | Inspector |
| Omer | J. | Cormier | Inspector | Odette | R. | Racette | Inspector |
| Patricia | L. | Cormier | Inspector | Ernie | J. | Richard | Inspector |
| Robert | J. | Cormier | Inspector | Juliette | L. | Richard | Inspector |
| Stephen | E. | Cormier | Inspector | David | R. | Rocheleau | Inspector |
| Val | J. | Cormier | Inspector | Bonnie | G. | Romanson | Clerk |
| Aline | M. | Cosentino | Inspector | Dorothy | M. | Ronn | Inspector |
| Donald | J. | Cosentino | Warden | Paul | W. | Ronn | Inspector |
| Sophie | A. | DeGrace | Inspector | Glenice | M. | Rossignol | Clerk |
| Brian | J. | Dickens | Inspector | Lynn | M. | Roux | Warden |
| Pauline | C. | Doiron | Inspector | Judith | | Roy | Inspector |
| Laurie | | Drake | Inspector | Leonette | M. | Roy | Inspector |
| William | | Edwards | Inspector | Ronald | J. | Roy | Inspector |
| Audrey | A. | Faucher | Inspector | Stephanie | S. | Samsia-Nji | Inspector |
| Gregory | P. | Floyd | Inspector | Carol | L. | Saulnier | Clerk |
| Carolyn | | Fournier | Inspector | Donna | E. | Songer | Inspector |
| Donald | R. | Girouard | Warden | Paul | A. | Spano | Inspector |
| Nancy | M. | Girouard | Clerk | Valerie | D. | Spar | Inspector |
| Pan | | Greenwood | Inspector | Gerald | E. | St. Hilaire | Inspector |
| Susan | | Greninger | Inspector | Sheila | B. | St. Hilaire | Inspector |
| Sally | Q. | Hartshorn | Inspector | Doris | H. | St. John | Inspector |
| Paula | | Hassam | Inspector | Marcia | A. | Stone | Inspector |
| Theresa | H. | Hillman | Inspector | Eva | L. | Stromski | Inspector |
| Dianne | A. | Hunt | Inspector | Mary | Ann | Suchocki | Inspector |
| Gayle | M. | Jaillet | Inspector | Hope | B. | Swaney | Inspector |
| Diane | R. | Jasiewicz | Inspector | Robert | J. | Swartz | Warden |
| Gina | M. | Kelley | Clerk | Sherry | | Szoc | Inspector |
| Judith | A. | King | Inspector | David | E. | Tetzloff | Clerk |
| Christoph | A. | Knoll | Inspector | Marjorie | F. | Tetzloff | Warden |
| Jacqueline | M. | Kraskouskas | Inspector | Scott | T. | Varney | Inspector |
| Ellen | T. | Kudravetz | Inspector | Norman | G. | Webb | Inspector |
| Michael | L. | Kudravetz | Inspector | Marcia | J. | White | Inspector |
| Carolyn | A. | LaBonte | Inspector | Marjorie | J. | Whittemore | Inspector |
| Claire | M. | Lagasse | Inspector | Charlene | A. | Wilson | Inspector |
| Erana | E. | Landry | Inspector | Barbara | A. | Yablonski | Clerk |
| Jacqueline | M. | LaPrade | Inspector | Edward | S. | Yablonski | Inspector |
| Toby | B. | Laroche | Inspector | Ann | M. | Young | Inspector |
| Barbara | D. | LeBlanc | Clerk | Arthur | E. | Young | Inspector |

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Voter Registration

The City Clerk's Office serves as the administrative office for the Board of Registrars of Voters to assist them in meeting their responsibilities to register new voters and to maintain the resident, voter, and street list. The City Clerk serves as a full voting member and Clerk of the Board of Registrars of Voters, overseeing the day-to-day registration of voters.

In 2017, the Clerk's Office processed voter registration transactions affecting 4,885 voters. Voter registration transactions include registering new voters, changes of address, names, party affiliations, voter status, and voter history.

The City Clerk's Office also administered the annual street listing ("City Census"), processing 9,464 census forms. The end product was the publication of the Annual Street List, which was available for purchase in the Clerk's office and is available for download from the City's website.

Licensing and Permitting

The City Clerk's Office issued 15 Bazaar and Raffle Permits; 71 Business Certificates (new and renewal); 1 Business Discontinuance; 1,797 Dog Licenses; and, 21 Flammable & Explosive Storage Annual Registrations.

As City Council administrator, the Clerk received and processed license applications for 2 bowling alleys; 19 new and used motor vehicle dealers (Classes 1, 2); 1 motor vehicle junkyard (Class 3); 5 second-hand article dealers (1 charitable, fee exempt) and 2 public utility orders.

The City Clerk serves as the City's Administrator for the Department of Revenue's Annual License Information filing. Annually, the City furnishes DOR with a report of all licenses issued or renewed by the City during the preceding calendar year. All licenses issued by the City Council, the Chief of Police, License Commission, and Board of Health are filed by the City Clerk.

Public Meetings

The City Clerk's Office receives and posts all public hearing and meeting notices from municipal, education, and regional government agencies on the official "notice board," as well as on the City's webpages. In 2017, the Clerk's Office processed 483 public meeting notices.

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Public Official

The City Clerk, as Clerk of the Municipal Corporation, is charged with custody and maintenance of the Charter of the City of Gardner, the Code of the City of Gardner, and the City Seal.

The City Clerk, as Keeper of the City Seal, certifies hundreds of official documents, including Appointments, Land Takings, Easements, Loan Orders, Resolutions, Council Votes, etc.

The City Clerk received all Certificates of Appointment from the Mayor for presentment to the City Council. All Appointments are filed in the Clerk's Office for permanent recording.

The City Clerk and the Assistant City Clerks administer oaths of office to every public official upon election and appointment, including the Mayor, City Councillors, School Committee members, department heads, members of every board, committee and commission, as well as Police Officers, Dispatchers, and Constables. The Office maintains permanent records of these actions.

The City Clerk and the Assistant City Clerks are commissioned Notaries Public who provide notarial services for official City purposes and to the general public. In 2017, the Clerk's Office staff notarized documents for 414 persons, 148 of which were non-Gardner residents.

City Clerk Alan Agnelli and Assistant City Clerks Titi Siriphan and John Olivari are commissioned *Commissioners to Qualify Public Officers*. The Commissioners administer oaths of office that are required by the Massachusetts Constitution to public officers appointed by the Governor. Upon administering oaths, the Commissioners make returns to the Secretary of the Commonwealth. In 2017, the Commissioners administered oaths to 42 persons appointed as Notaries Public and 1 person appointed by the Governor to the Board of Trustees of Fitchburg State University.

The City Clerk serves as the City's System Administrator for the Department of Revenue's Division of Local Services Gateway Portal.

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Filings, Recordings & Registrations

Under State Law, the City Clerk is responsible for filing, recording and registering the following:

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|--|--------------|
| Architect Certificate of Registration (if suspended/revoked/annulled (c.112,§60H)) | Recording |
| Assignment for Benefit of Creditors (c.203, §41) | Recording |
| Assignment of Wages (c.154, §§1,2,3,5,6) | Recording |
| Beverage Vessel "Registered Brand" Registration (c.110,§17) | Registration |
| Blasting Bond (c.148, §19) | Filing |
| Campaign Finance Reports for Local Candidates & Local Ballot Questions (c.55, §24) | Filing |
| Certificate of Need by Department Head, Special Municipal Employ. (c.268A, §§17,18) | Filing |
| Claims and Actions Against the City (c.223, §37) | Filing |
| Claims for Injury Due to Defects in Public Ways (c.84, §§15,18,19,20) | Filing |
| Conflict of Interest Disclosure Statement (c.268A) | Filing |
| Conflict of Interest Legal Opinions Rendered for Public employees/officials (c.268A) | Filing |
| Constable Bond (c. 41, §§ 92, 93) | Filing |
| Corporate Merger Articles of Amendment (c.156, §46A) | Filing |
| Dairy Product Cans (Milk/Cream) "Registered Brand" Registration (c.110,§21) | Registration |
| Declaration of Trust (c.182, §2) | Filing |
| Electrologist License (c.112,§87HHH) | Recording |
| Financial Interest Disclosure Statement (c.268A, §§19,20,24) | Filing |
| Fireworks Bond (c.148, §42) | Filing |
| Flammables & Explosives Storage (AST/UST) Registrations (c.148,§13) | Registration |
| Garments/Linens Laundered for Rent/Lease Under "Registered Brand" (c.110,§25a) | Registration |
| Homestead Declarations for Manufactured Homes only (c.188, §2) | Recording |
| Legal Counsel Opinions Relating to Conduct of Public Officials and Employees (c.268A). | Filing |
| Local Boards of Conciliation Decisions (Labor Disputes) (c.150, §5) | Filing |
| Notice of Suspension of Official/Employee for Misconduct in Office (c.268A,§25) | Filing |
| Optometrist Certificate of Registration (c.112,§§70,71) | Recording |
| Physician Certificate of Registration (c.112,§8) | Recording |
| Planning Board Decisions (c.41,§81U) | Filing |
| Podiatrist Certificate of Registration (c.112,§21) | Recording |
| Political Committee Organization (c.52, §§2,4,5,6) | Filing |
| Pond Measurement Determination by DEP (c.131, §46) | Recording |
| Public Meeting Notices (c.39, §23B) | Filing |
| Public Official Bonds (c.41, §§13A,46; c.60,§13) | Filing |
| Public Official Resignations (c.41, §109) | Filing |
| Shooting Gallery Bond (c.140, §56A) | Filing |
| Stallion for Breeding Purposes Certificate of Registration (c.140, §176) | Filing |
| Wildlife Sanctuary, Div. of Fisheries & Wildlife Order of Establishment (c.131,§9) | Filing |
| Zoning Board of Appeals Decisions (c.40A) | Filing |

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| QTY | 2017 CITY CLERK DEPARTMENTAL RECEIPTS | TOTAL |
|------------|---|---------------------|
| 4 | Approval Not Required (“ANR”) Filing (Subdivision) | 375.00 |
| 2,393 | Birth Certificates, certified | 23,930.00 |
| 2 | Bowling Alley Licenses | 600.00 |
| 71 | Business Certificates (new and renewal) | 2,840.00 |
| 1 | Business Certificate Discontinuance | 20.00 |
| 4 | Dealers in Second Hand Articles Licenses (“Junk Dealers”) | 400.00 |
| 1,612 | Death Certificates, certified | 16,120.00 |
| 1,797 | Dog Licenses | 20,892.00 |
| 213 | Dog Licenses Late Fees | 2,130.00 |
| 345 | Mailing Fees (Vital record online orders) | 345.00 |
| 366 | Marriage Certificates, certified | 3,660.00 |
| 140 | Marriage Intentions Filed | 3,500.00 |
| -- | Miscellaneous (photocopies, non-certified vital records) | 21.00 |
| 20 | Motor Vehicle Dealer & Junkyard Licenses, Classes 1, 2, 3 | 4,000.00 |
| 14 | Petroleum Storage Annual Registration Fees | 456.17 |
| 15 | Raffle & Bazaar Permits | 360.00 |
| 7 | Site Plan Review | 6,244.60 |
| 3 | Special Permits (ZBA) | 1,400.00 |
| 21 | Street Lists | 480.00 |
| 2 | Utility Pole Location Hearing & Recording Fees | 121.04 |
| 31 | Vital Record Corrections (Births, Deaths, Marriages) | 775.00 |
| 10 | Zoning Variance Application Fees | 4,200.00 |
| | TOTAL | \$ 92,869.81 |