



CITY OF GARDNER MASSACHUSETTS

ALAN L. AGNELLI
CITY CLERK

2011 ANNUAL REPORT OF THE CITY CLERK

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 2011, the City Clerk's Office registered 500 births. Of these, 102 babies were born in Gardner to residents of Gardner; 78 babies born elsewhere in Massachusetts to Gardner residents; and, 320 babies were born in Gardner to non-Gardner residents.

Vital Records - Deaths

In 2011, the City Clerk's Office registered 314 deaths. Of these, 148 were Gardner residents who died in Gardner; 54 Gardner residents who died elsewhere in Massachusetts; and, 112 non-residents who died in Gardner.

Vital Records - Marriages

In 2011, the City Clerk's Office issued marriage licenses to 120 couples. Of these, 36 Gardner residents were married in Gardner; 43 Gardner residents were married elsewhere in Massachusetts; 21 non-residents were married in Gardner; and, 20 non-residents were married elsewhere in Massachusetts.

City Council

As Clerk of the Council, the City Clerk provided records, information and parliamentary procedural assistance to enable the City Council to fulfill its legislative responsibilities and provided the public with information concerning Council actions. The Clerk prepared and distributed the Calendar (Agenda) for each meeting. The City Clerk attended all meetings of the City Council and Finance Committee and recorded its proceedings. In addition, the Clerk posted meeting notices of the Council and its four standing committees.

As City Council administrator, the Clerk received and processed license applications for bowling alleys, billiard tables, new and used motor vehicle dealers, second hand article dealers and collectors, and flammable & explosive storage licensing. The City Clerk also processed public utility orders adopted by the City Council.

Elections

As Chief Elections Official, the City Clerk is responsible for directing State and Local elections. This includes the hiring and supervision of nearly seventy officials including Wardens, Clerks, Inspectors and Deputy Inspectors for eleven voting precincts, contracting for polling facilities and Election Day set-up; the printing of ballots, testing of voting equipment; purchasing of election supplies; certifying election results and reporting same to the Secretary of State.

During the period July 1, 2010 to December 31, 2011, the City Clerk supervised the September 14, 2010 State Primary, the November 2, 2010 State Election, and the November 8, 2011 City Election. In addition to planning and supervising elections, the City Clerk provides year-round Election and Voter information to media, political parties, candidates, and citizens.

Candidate and Petition Certifications

The City Clerk's Office processed all candidate and petition papers circulated among Gardner voters. This includes certifying the signatures of registered voters for dozens of local and state candidates as well as for State and local ballot question petitions.

The City Clerk's Office provided candidates, political parties and others with voter lists and voter history, as well as providing candidates and political party organizations with Campaign Finance Reporting forms and instructions and tracked filings for candidates for Mayor, City Council and School Committee.

Voter Registration

The City Clerk serves as a full voting member of the Board of Registrars of Voters, overseeing the day-to-day registration of voters.

The City Clerk's Office processed hundreds of voter registrations including registering new voters, address changes, name changes, party affiliation changes, etc.

The City Clerk's Office administered the annual City Census ("Street List"). In 2011, the office processed approximately 10,000 census forms. The end product was the publication of the Annual Street List, which was made available for purchase in the Clerk's office.

Licensing and Permitting

The City Clerk's office received applications and issued Bazaar and Raffle Permits, Business Certificates ("Doing Business As"), and Dog Licenses. In 2011, 1,385 dog licenses were issued.

Public Official

The City Clerk is charged with custody and maintenance of City Ordinances, the City Charter, and City Seal. As custodian of City Ordinances and the City Charter, the City Clerk revises these documents as they are amended by the City Council and Special Act. Every amendment to a City Ordinance, whether relating to traffic, personnel, salaries and wages, zoning, or otherwise, was published twice in a local newspaper.

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

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

The City Clerk administered oaths of office to every public official upon appointment, including the Mayor, City Councillors, department heads, members of every board, committee and commission, and Police Officers and Constables. The Office maintains permanent records of these actions.

All City Clerk staff are commissioned notaries public and provided notarial services for official City purposes and to the general public. In 2011, the Clerk's Office notarized documents for 358 persons, 118 of which were for non-Gardner residents.

Filings, Recordings & Registrations

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

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
Property Deeds for Municipal Land	Filing
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

QTY	CITY CLERK FY2011 DEPARTMENTAL RECEIPTS	TOTAL
11	Dealers in Second Hand Articles Licenses	1,100.00
1	Junk Collector License	100.00
3	Approval Not Required Filing (Subdivision)	175.00
2	Bowling Alley & Pool Table Licenses	505.00
3	Business Certificates (Discontinuance)	60.00
59	Business Certificates Issued (New and Renewal)	2,360.00
3,909	Certified copies (Births, Deaths, Marriages)	39,090.00
2	Comcast Cable TV Fees	39,109.34
1	Definitive Site Plan Review	12,834.00
158	Dog License Late Fees	1,580.00
1,385	Dog Licenses Issued	15,723.00
44	Hackney & Hackney Operators License Fees turned over by the Police Department	220.00
119	Marriage Intentions Filed	2,975.00
14	Marriage Officiant Fees	700.00
N/A	Miscellaneous	225.00
23	Motor Vehicle Dealer Licenses (All Classes)	2,300.00
31	Petroleum Storage Registrations	412.00
N/A	Photocopies	10.00
3	Pole Location Recording	260.50
21	Raffle & Bazaar Permits	210.00
1	Returned Check Fee	25.00
2	Site Plan Review	300.00
57	Street Lists	855.00
16	Vital Record Corrections	400.00
1	Voter Certificates	8.00
12	Zoning Variance Fees	4,200.00
	TOTAL	125,736.84