



# CITY OF GARDNER MASSACHUSETTS

ALAN L. AGNELLI  
CITY CLERK

## 2012 ANNUAL REPORT OF THE CITY CLERK

To His Honor the Mayor, President Anderson and Members of the City Council:

I am pleased to submit the Annual Report of the City Clerk for the Calendar Year 2012.

In 2012, the City Clerk was capably supported by Assistant City Clerk Titi Siriphan and Administrative Clerk Christine Fucile.

The function of the City Clerk is not only to 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, as well as to the Board of Registrars of Voters.

The Clerk's Office wishes to acknowledge the support of the Mayor, City Council President Alice Anderson and the entire City Council, as well as from the Board of Registrars of Voters, Patricia Darby, Darlene Morrilly, and Albert "Jack" Strott.

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

Respectfully submitted,

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 2012, the City Clerk's Office registered 614 births. Of these, 158 babies were born in Gardner to residents of Gardner; 89 babies were born elsewhere in Massachusetts to Gardner residents; and, 367 babies were born in Gardner to non-Gardner residents. In addition, 2,138 certified birth certificates were issued in 2012.

### **Vital Records - Deaths**

In 2012, the City Clerk's Office registered 310 deaths. Of these, 150 were Gardner residents who died in Gardner; 45 were Gardner residents who died elsewhere in Massachusetts; 111 were non-residents who died in Gardner; and, 2 were non-resident veterans who were buried in Gardner. In addition, 1,473 certified death certificates were issued in 2012.

### **Vital Records - Marriages**

In 2012, the City Clerk's Office issued marriage licenses to 117 couples. Of these, 49 Gardner residents were married in Gardner; 33 Gardner residents were married elsewhere in Massachusetts; and, 35 non-residents were married in Gardner. In addition, 349 certified marriage certificates were issued in 2012.

In 2012, the City Clerk, a commissioned Justice of the Peace, officiated the marriages of 17 couples in City Hall during business hours. The fees for officiating City Hall marriages are retained by the City. Active military personnel are afforded wedding services pro bono.

### **City Council**

Appointed by the City Council, the City Clerk also serves as Clerk of the Council. In this capacity, the City Clerk provided information, research and parliamentary procedural assistance to enable the City Council to fulfill its legislative responsibilities. The Clerk prepared and distributed the Council Calendar (Agenda) for each meeting, attended and transcribed the proceedings of 22 Regular meetings, 11 Special meetings, 3 Public Hearings, one Inaugural Session, and one Joint Convention with the School Committee. In addition, the City Clerk attended and transcribed the proceedings of 21 Finance Committee meetings, as well as posting all 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 Election Official, the City Clerk is responsible for directing all elections conducted in the City of Gardner. The Clerk's responsibilities includes hiring, training and supervising nearly eighty poll officials including Wardens, Clerks, Inspectors and Deputy Inspectors for ten voting precincts. The 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 2012, the City Clerk supervised three State elections, including the March 6, 2012 Presidential Primary, the September 6, 2012 State Primary, and the November 6, 2012 State 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 OCPF filings for candidates for Mayor, City Council and the School Committee.

### **Voter Registration**

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

In 2012, the City Clerk's Office processed voter registration transactions affecting 4,524 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 approximately 7,800 census forms. The end product was the publication of the Annual Street List, which was available for purchase in the Clerk's office and provided free on the City's website.

### **Licensing and Permitting**

The City Clerk's office received applications and issued 21 Bazaar and Raffle Permits, 63 Business Certificates, 3 Discontinued Business Certificates, and 1,535 Dog Licenses.

### **Public Official**

The City Clerk is charged with custody and maintenance of City Ordinances, the City Charter, and City Seal. As custodian of the City Ordinances, the City Clerk revised all amendments adopted by the City Council in 2012 and re-published the Compilation of Ordinances.

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 2012, the Clerk's Office notarized documents for 404 persons, 119 of which were 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
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

<b>QTY</b>	<b>2012 CITY CLERK DEPARTMENTAL RECEIPTS</b>	<b>TOTAL</b>
4	Approval Not Required Filing (Subdivision)	250.00
2	Bowling Alley & Pool Table Licenses	630.00
3	Business Certificates (Discontinuance)	60.00
63	Business Certificates (New, Renewals)	2,520.00
2,138	Birth Certificates, certified	21,380.00
1	City Ordinance Book, certified	35.00
6	Dealers in Second Hand Articles Licenses ("Junk Dealers")	600.00
1,473	Death Certificates, certified	14,730.00
349	Marriage Certificates, certified	3,490.00
1	City Ordinance Book, certified	35.00
1	Definitive Site Plan Review	511.00
1,535	Dog Licenses	17,987.00
74	Dog License Late Fees	740.00
1	Fresh Fruits and Vegetables Peddlers License	54.00
4	Hackney & Hackney Operators License Fees	20.00
1	Junk Collector License	30.00
129	Marriage Intentions	3,225.00
23	Motor Vehicle Dealer Licenses (All Classes)	2,300.00
31	Petroleum Storage Registrations	240.00
N/A	Photocopies, Non-Certified Vitals, other	283.10
3	Pole Location Recording (Utilities)	378.13
21	Raffle & Bazaar Permits	210.00
2	Returned Check Fees	50.00
1	Site Plan Review	1,300.00
10	Street Lists (Interim released January 2012).	150.00
20	Vital Record Corrections	500.00
16	Wedding Officiant Fees	800.00
N/A	Zoning Ordinance Book and Map	41.00
10	Zoning Variance Application Fees	3,500.00
	<b>TOTAL</b>	<b>\$76,049.23</b>