



CITY OF GARDNER MASSACHUSETTS

ALAN L. AGNELLI
CITY CLERK

2013 ANNUAL REPORT OF THE CITY CLERK

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

I am pleased to submit the Annual Report of the City Clerk for the Calendar Year 2013.

In 2013, the City Clerk was capably supported by Assistant City Clerk Titi Siriphan and Christine Fucile and John Olivari. In June, Christine transferred to the Department of Community Development and Planning and was replaced by John Olivari.

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, the City Council, and the Board of Registrars of Voters, Patricia Darby, Darlene Morrilly, Albert "Jack" Strott, and Mario Guay. In July, Jack relocated from Gardner and resigned after many years of dedicated service. In October, Mario Guay was appointed to the Board to replace Jack.

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 2013, the City Clerk's Office registered 514 births. Of these, 134 babies were born in Gardner to residents of Gardner; 76 babies were born elsewhere in Massachusetts to Gardner residents; and, 304 babies were born in Gardner to non-Gardner residents. In addition, 2,184 certified birth certificates were issued in 2013.

Vital Records – Deaths

In 2013, the City Clerk's Office registered 335 deaths. Of these, 162 were Gardner residents who died in Gardner; 52 were Gardner residents who died elsewhere in Massachusetts; 119 were non-residents who died in Gardner; and, 2 were non-resident veterans who were buried in Gardner. In addition, 1,621 certified death certificates were issued in 2013.

Vital Records – Marriages

In 2013, Marriage Intentions were filed by 128 couples, of which 127 Marriage Licenses were issued. Of the licenses issued, 124 couples were married in 2013 and recorded with the City Clerk. Of these, 58 Gardner residents were married in Gardner; 27 Gardner residents were married elsewhere in Massachusetts; and, 39 non-residents were married in Gardner. In addition, 316 certified marriage certificates were issued in 2013.

In 2013, the City Clerk, a commissioned Justice of the Peace, officiated the marriages of 24 couples in City Hall during business hours. The fees for officiating City Hall marriages are retained by the City. Three active military personnel were 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, 8 Special meetings, and 4 Public Hearings. In addition, the City Clerk attended and transcribed the proceedings of 23 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 from sixty to 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 2013, the City Clerk supervised three elections, including the April 30, 2013 Special State Primary (U.S. Senate vacancy); the June 25, 2013 Special State Election (U.S. Senate vacancy); and the November 5, 2013 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 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 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 and street 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 2013, the City Clerk's Office processed voter registration transactions affecting 4,468 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 8,595 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 on the City's website.

Licensing and Permitting

The City Clerk's office received applications and issued 16 Bazaar and Raffle Permits, 50 Business Certificates, 1 Discontinued Business Certificate, and 1,470 Dog Licenses.

The City Clerk serves as the City's Administrator for the Department of Revenue's Annual License Information filing, which requires all of the Commonwealth's subdivisions to furnish to the Commissioner of Revenue an annual report of all licenses to conduct a profession, trade or business 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 collected and filed by the City Clerk.

Public Official

The City Clerk is charged with custody and maintenance of City Ordinances, the City Charter, and City Seal.

In November, the City Council adopted an Ordinance establishing a City Code, the culmination of a multi-year research and analysis process coordinated by the City Clerk which consolidated all of the City's administrative and regulatory laws of a general and permanent nature, modernized in accordance with statute as well as with actual conditions and practices of City government. In addition to a printed volume, the electronic version of the Code, known as eCODE, is accessible on the City's website

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 2013, the Clerk's Office notarized documents for 391 persons, 132 of which were non-Gardner residents.

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

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

QTY	2013 CITY CLERK DEPARTMENTAL RECEIPTS	TOTAL
5	Approval Not Required ("ANR") Filing (Subdivision)	875.00
2	Bowling Alley & Pool Table Licenses	630.00
1	Business Certificates (Discontinuance)	20.00
50	Business Certificates (New, Renewals)	2,000.00
2,184	Birth Certificates, certified	21,480.00
1	Comcast License Fee	3,131.00
4	Dealers in Second Hand Articles Licenses ("Junk Dealers")	400.00
1,621	Death Certificates, certified	16,210.00
316	Marriage Certificates, certified	3,160.00
1,470	Dog Licenses	17,012.00
116	Dog License Late Fees	1,160.00
--	Genealogical Research	48.00
128	Marriage Intentions	3,200.00
1	Miscellaneous (photocopies, non-certified vitals)	46.53
25	Motor Vehicle Dealer Licenses (All Classes)	2,500.00
15	Petroleum Storage Registrations	407.50
7	Pole Location Recording Fees (Utilities)	591.52
16	Raffle & Bazaar Permits	160.00
4	Returned Check Fees	100.00
1	Site Plan Review	3,924.54
2	Special Permits (ZBA)	700.00
20	Street Lists	300.00
19	Vital Record Corrections	475.00
21	Wedding Officiant Fees	1,100.00
1	Zoning Ordinance Book & Map	35.00
25	Zoning Variance Application Fees	8,750.00
	TOTAL	\$88,416.09