



CITY OF GARDNER MASSACHUSETTS

ALAN L. AGNELLI
CITY CLERK

2014 ANNUAL REPORT OF THE CITY CLERK

To His Honor Mayor Mark P. Hawke, City Council President James M. Walsh, Esq., and Members of the City Council:

I am pleased to submit the 2014 Annual Report of the City Clerk.

In 2014, the City Clerk was capably supported by Assistant City Clerk Titi Siriphan and Administrative Coordinator 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 invaluable support of the Mayor, the City Council, the Board of Registrars of Voters -- Mrs. Patricia Darby, Mrs. Darlene Morrilly, and Mr. Mario Guay, and also 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

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 2014, the City Clerk's Office registered 507 births. Of these, 111 babies were born in Gardner to residents of Gardner; 91 babies were born elsewhere in Massachusetts to Gardner residents; and, 305 babies were born in Gardner to non-Gardner residents. In addition, 2,159 certified birth certificates were issued.

Vital Records – Deaths

In 2014, the City Clerk's Office registered 331 deaths. Of these, 154 were Gardner residents who died in Gardner; 57 were Gardner residents who died elsewhere in Massachusetts; and, 120 were non-residents who died in Gardner. In addition, 1,567 certified death certificates were issued.

Vital Records – Marriages

In 2014, Marriage Intentions were filed by 141 couples and 132 couples were married and the licenses recorded with the City Clerk. Of these, 50 Gardner residents were married in Gardner; 37 Gardner residents were married elsewhere in Massachusetts; and, 45 non-residents were married in Gardner. In addition, 350 certified marriage certificates were issued.

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 and research 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 1 Inaugural, 22 Regular meetings, 6 Informal/Special meetings, 3 Public Hearings, and 1 Joint Convention. In addition, the City Clerk attended and transcribed the proceedings of 24 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, and 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 2014, the City Clerk supervised two elections, the September 9, 2014 State Primary and the November 4, 2014 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 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 list and the 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 2014, the City Clerk's Office processed voter registration transactions affecting 3,513 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 7,500 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 22 Bazaar and Raffle Permits, 54 Business Certificates, 1 Discontinued Business Certificate, and 1,549 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 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, 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, as well as Police Officers, Dispatchers, and Constables. The Office maintains permanent records of these actions.

All City Clerk staff are commissioned Notaries Public who provide notarial services for official City purposes and to the general public. In 2014, the Clerk's Office staff notarized documents for 485 persons, 159 of which were non-Gardner residents.

On July 14, 2014, the Governor appointed City Clerk Alan Agnelli, Assistant City Clerk Titi Siriphan, and Administrative Coordinator John Olivari, as *Commissioners to Qualify Public Officers*. Commissioners administer to public officers appointed by the Governor the oaths of office required by the Massachusetts Constitution. Upon administering oaths, the commissioners make returns to the Secretary of the Commonwealth. In 2014, the Commissioners administered oaths to 10 persons appointed by the Governor as Notaries Public.

In 2014, the City Clerk, a Justice of the Peace, officiated the marriages of 21 couples in City Hall during business hours. The fees for officiating City Hall marriages are retained by the City.

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	2014 CITY CLERK DEPARTMENTAL RECEIPTS	TOTAL
2	Approval Not Required ("ANR") Filing (Subdivision)	5,440.00
2,159	Birth Certificates, certified	21,590.00
2	Bowling Alley and Pool/Billiard Table Licenses	630.00
1	Business Certificates (Discontinuance)	20.00
54	Business Certificates (New, Renewals)	2,160.00
1	Cable TV (Comcast) Annual License Fee	49,154.16
1	Collector of Junk License	30.00
5	Dealers in Second Hand Articles Licenses ("Junk Dealers")	500.00
1,567	Death Certificates, certified	15,670.00
1,549	Dog Licenses	18,150.00
178	Dog Licenses Late Fees	1,780.00
127	Mailing Fees (Vital record online purchases)	127.00
350	Marriage Certificates, certified	3,500.00
141	Marriage Intentions	3,525.00
21	Marriage Officiant Fees	1,050.00
---	Miscellaneous (photocopies, non-certified vital records)	61.50
24	Motor Vehicle Dealer Licenses (2014, All Classes)	4,800.00
1	Motor Vehicle Dealer License (2013, Class 2)	100.00
17	Petroleum Storage Annual Registration Fees	262.50
22	Raffle & Bazaar Permits	440.00
3	Site Plan Review	1,073.80
1	Special Permits (ZBA)	350.00
40	Street Lists	600.00
2	Underground Storage Tank (UST) Legal Ad Reimbursements	155.03
2	Underground Storage Tank (UST) License Application Fees	85.00
1	Underground Storage Tank (UST) Mailing Reimbursement	32.45
2	Underground Storage Tank (UST) Public Hearing Fees	60.00
5	Utility Pole Location Abutters List Fees	50.00
5	Utility Pole Location Mailing & Supplies Reimbursement	10.91
5	Utility Pole Location Recording Fees	250.00
14	Vital Record Corrections (Births, Deaths, Marriages)	600.00
1	Zoning Maps	10.00
14	Zoning Variance Application Fees	4,900.00
	TOTAL	\$ 137,167.35