



# CITY OF GARDNER MASSACHUSETTS

ALAN L. AGNELLI  
CITY CLERK

## 2016 ANNUAL REPORT OF THE CITY CLERK

To the Honorable Mark P. Hawke, Mayor of the City of Gardner, the Honorable Ronald F. Cormier, President of the City Council, and Honorable City Councillors:

I am pleased to submit the 2016 Annual Report of the City Clerk.

In 2016, 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 Assistant Registrars Mr. Calvin Brooks and Mr. 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

## 2016 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 2016, the City Clerk's Office registered 541 births. Of these, 139 babies were born in Gardner to residents of Gardner; 84 babies were born elsewhere in Massachusetts to Gardner residents; and, 318 babies were born in Gardner to non-Gardner residents. In addition, 2,179 certified birth certificates were issued.

### Vital Records – Deaths

In 2016, the City Clerk's Office registered 334 deaths. Of these, 147 were Gardner residents who died in Gardner; 67 were Gardner residents who died elsewhere in Massachusetts; and, 120 were non-residents who died in Gardner. In addition, 1,487 certified death certificates were issued.

### Vital Records – Marriages

In 2016, Marriage Intentions were filed by 124 couples and of these, 123 marriage licenses were recorded by the end of the calendar year. Of these, 43 Gardner residents were married in Gardner; 37 Gardner residents were married elsewhere in Massachusetts; and 43 non-residents were married in Gardner. In addition, 378 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 (Agenda) for each meeting, attended and transcribed the proceedings of 1 Inaugural, 1 Joint Convention, 22 Regular meetings, 9 Informal meetings, 1 Special meeting, and 5 Public Hearings. In addition, the City Clerk attended and transcribed the proceedings of 21 Finance Committee meetings; the Assistant City Clerk provided staff support at various Committee meetings; and, the Office posted all meeting notices of the Council and its four standing committees.

## 2016 ANNUAL REPORT OF THE CITY CLERK

As City Council administrator, the Clerk received and processed license applications for 2 bowling alleys, 23 new and used motor vehicle dealers, 6 second hand article dealers, 1 Flammable & Explosive Storage License amendment, and 21 Flammable & Explosive Storage License Annual Registrations. The City Clerk also processed 3 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 include hiring, training and supervising from eighty to one hundred poll officials comprising 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 2016, the City Clerk supervised three elections, the March 1, 2016 Presidential Primary, the September 8, 2016 State Primary, and the November 8, 2016 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 the City Council and 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 2016, the City Clerk's Office processed voter registration transactions affecting 4,198 voters. Voter registration transactions include registering new voters, changes of address, names, party affiliations, voter status, and voter history.

## 2016 ANNUAL REPORT OF THE CITY CLERK

The City Clerk's Office also administered the annual street listing ("City Census"), processing 10,144 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 received applications and issued 18 Bazaar and Raffle Permits, 61 Business Certificates, and 1,582 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 assembled and 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 webpage.

### 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 Appointments from the Mayor for presentment to the City Council. All Appointments are filed in the Clerk's Office for permanent recording.

## 2016 ANNUAL REPORT OF THE CITY CLERK

### Public Official

The City Clerk administers 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.

All City Clerk Office staff are commissioned Notaries Public who provide notarial services for official City purposes and to the general public. In 2016, the Clerk's Office staff notarized documents for 454 persons, 161 of which were non-Gardner residents.

City Clerk Alan Agnelli, Assistant City Clerk Titi Siriphan, and Administrative Coordinator 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 2016, the Commissioners administered oaths to 2 persons appointed as Justices of the Peace; 34 persons appointed as Notaries Public; and, 1 person appointed by the Governor to the Commission on the Status of Women.

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

**2016 ANNUAL REPORT OF THE CITY CLERK**

**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

**2016 ANNUAL REPORT OF THE CITY CLERK**

<b>QTY</b>	<b>2016 CITY CLERK DEPARTMENTAL RECEIPTS</b>	<b>TOTAL</b>
10	Approval Not Required (“ANR”) Filing (Subdivision)	975.00
2,179	Birth Certificates, certified	21,790.00
2	Bowling Alley Licenses	600.00
61	Business Certificates	2,440.00
1	Close Out Sale Permit Fee	40.00
4	Dealers in Second Hand Articles Licenses (“Junk Dealers”)	400.00
1,487	Death Certificates, certified	14,870.00
1,566	Dog Licenses	16,211.00
98	Dog Licenses Late Fees	980.00
2	Gardner: A Portrait of Its Past	20.00
--	Mailing Fees (Vital record online orders)	358.00
378	Marriage Certificates, certified	3,780.00
124	Marriage Intentions	3,100.00
----	Miscellaneous (photocopies, non-certified vital records)	.70
23	Motor Vehicle Dealer Licenses, All Classes	4,600.00
15	Petroleum Storage Annual Registration Fees	262.50
18	Raffle & Bazaar Permits	360.00
10	Site Plan Review	6,836.00
8	Special Permits (ZBA)	2,600.00
39	Street Lists	585.00
3	Utility Pole Location Hearing & Recording Fees	196.60
22	Vital Record Corrections (Births, Deaths, Marriages)	550.00
5	Zoning Variance Application Fees	4,200.00
	<b>TOTAL</b>	<b>\$85,754.80</b>