

## **The Town Clerk serves you as...**

### **Chief election official**

Oversees polling places, election officers, and the general conduct and organization of all local, state & federal elections.

Directs preparation of ballots, helps locate polling places, purchases election equipment, prepares voting lists, administers campaign finance laws, certifies nomination papers, initiative and local petitions: and is on the Board of Registrars.

Supervises voter registration, its continual updating and purging, absentee balloting, prepares, and reports official election results to all as required by law, including the Secretary of the Commonwealth.

Conducts the annual town census, prepares street list of residents ( List of persons book), school lists, jury lists and other such lists as requested through public records request.

### **Recording Officer**

Records and certifies all official actions of the Town including town meeting votes on appropriations and ordinances, planning and zoning board decisions, signs all notes for borrowing, and is the keeper of the town seal.

### **Public Records Officer**

Administers the oath of office to all elected and appointed members of local boards, committees and commissions, and ensures that all elected and appointed officials are informed in the State's Open Meeting Law, records retention, ethics training and conflict of interest law. Staying informed on all laws from the Attorney General's Office and compliance. Posting all meeting agendas with the required 48 hours for public viewing 24/7.

Providing access to public records in compliance with the Public Records Law.

Provides certified copies of vital records and performs genealogical research for the public; is responsible for maintenance, disposition and preservation of municipal archival records & materials

Maintains records of adopted municipal ordinances, resignations and appointments, petitions, publications, budgets, minutes and other statements and reports.

### **Licensing Officer**

Issues state licenses including marriage licenses, birth certificates, burial permits & death certificates, business certificates, local dog licenses and other certificates and permits as mandated by law.

### **Public Information Officer**

Responds to inquiries from the general public, providing knowledge and assistance in a fair and impartial manner to all.

Often considered the first stop in local government, the Town Clerk's Office serves as the central information point for residents and citizens at large.