

TOWN CLERK DUTIES

Chief Election Official

- Registers voters
- Hires election workers
- Mails and processes absentee/mail in ballots
- Preps nomination papers, receiving, verifying signatures in state system
- Sends out and processes campaign finance forms
- Prepares & orders ballots
- Maintains list of active & inactive voters
- Holds voter registration sessions
- Trains election workers
- Prepares tally sheets
- Gets worker supplies & ballots, cases
- Prepares and tests ballots
- Sets up polls
- Hire police detail or constables, wardens, election workers
- Election Day – oversees election
- Checks unregistered voters, provisional ballot process in state system
- Tallies results
- Compiles results on webpage and door
- Sends certified results to state
- Calls AP and other venues with results
- Corresponds with local elections winners
- Processes PollPads
- Inputs voters in state system

Census / Street Listing

- Mails, organizes & inputs census/street listing (3 mailings)
- Compiles veteran information
- Keeps juror list
- Formats and prints annual street listing

Records Access Officer

- Maintains log of public records requests
- Processes and responds to requests & produces fee estimates
- Interacts with other RAOs & Departments to process requests
- Produces historic & electronic records

Care and Preservation of Records

- Prepares & maintains records
- Oversees scanning, binding/repairing books
- Destroys records according to retention schedules, applies to state for each
- Oversees computer storage & microfilming
- Oversees storage & organization of records
 - Town meeting records
 - Town census/street listings
 - Birth, death, marriage certificates

- Decisions of board of appeals
- Planning board records & decisions
- Minutes of boards & committees
- Historical deeds
- All other public records of the town if no other disposition is appropriate

Dog Licenses / Kennels

- Sends out census with dog registration reminder
- Orders tags
- Maintains online registrations with correct fees
- Licenses dogs – by mail or in person
- Checks for spayed/neutered & makes sure pet has current rabies certificate
- Sends out multiple late license reminder notices
- Processes & issues kennel licenses & interacts with ACO & inspections & problem dogs

Vital Records

- Issues marriage licenses & certificates & sends/reports to State
- Issues birth, death, & marriage certificates
- Issues burial permits
- Inputs above into VIP software system & proofs
- Inputs births into state database
- Deletes deceased from state database
- Maintains log of all vitals

Business Certificates (DBAs)

- Process “Doing Business As” DBA applications for people/corporations doing business under different name
- Files discontinuances, amendments, etc.
- Maintains log of all DBAs

Town Meetings

- Edits warrants / works with Moderator and Town Administrator/Select Board on prep
- Records votes on various articles discussed
- Takes minutes at Town Meeting
- Recruits and swears in Tellers/Counters at Town Meeting
- Oversees vote counts
- Hires and oversees check-in workers
- Maintains voter list and attendance list
- Inputs voter list into VRIS
- Prepares certified articles
- Sends in debt/borrowing articles to Dept of Revenue
- Sends in General/Zoning/charter article changes to Attorney General
- Oversees Constable’s posting of accepted bylaws & posts in newspaper
- Updates bylaws

Variances, Permits, Decisions

- Receives, files & transmits documents & issues certificates & certified copies
- Signs off on decisions once the appeal period is over & no appeals have been filed

Postings & Open Meeting Law (OML)

- Maintains a log of OML complaints

Follows up with complainant, state, and board/committee on violations
Stamps in notices for all meetings, hearings, etc.
Posts most board/committee agendas and minutes
Maintains certificates of action
Sets up Zoom meetings for some boards/committees

Officials of the Town

Swears in all appointed and elected officials
Maintains log of appointments, resignations, or removals
Reports officials to various state agencies
Maintains current staff/board list with DOR
Updates website with appointments/resignations
Oversees Ethics & OML training requirements for board/committee members & staff

Filings & Legal

Maintains all rules & regulations of the planning board
Files reports as required by law
All lawsuits & claims against the town are filed with the clerk
Declarations of trust
Going out of business filings
Maintains conflict of interest statements, activities of special municipal employees

Utilities

Files utility pole placements
Files decisions on poles, wires, conduits, gas pipes, plans, condensed returns of utility companies (financial statements) takings, land transfers

Professional Registrations

Any physician, podiatrist, optometrist, dentist, or electrologist must present a certificate of registration for recording prior to the opening of a practice in town

Raffle permits & their annual reports

Flammable liquid storage annual registrations

Perambulations

Bonds

Pesticide exclusions & notices

Compiles Annual Report, gets it printed, mailed to State Library

Webmaster (for some sites)

Transfer Station Stickers

Manages Some Grant Applications

Maintains Volunteer Release Forms

General Department Head duties