



# **BOARD OF SELECTMEN**

**Jennifer Constable**

**Chair**

**Greg Grey**

**Vice Chair**

**Donna Pursel**

**Clerk**

**John D. Reilly**

**Member**

**Domenico Sestito**

**Member**

# STAFF

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- **Lori West, Office Manager**
- **Kasey Lombardo, Administrative Clerk to Board of Selectmen/Town Clerk**
- **Roles & Responsibilities: Assist the Board in Administrative duties in day to day operations.**

# 2022 OFFICE OPERATIONS

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## DEPARTMENT FUNCTIONS

### LICENCES – ANNUAL/SEASONAL

- ❑ Town of Hull Licensing 2021 = 57
- ❑ Number of Licenses Issued Annual Alcohol 22  
Seasonal Alcohol 8  
Common Victualer (Non-Alcohol) 9  
All Other: 18 (Lodging House/Livery Service/Badges/  
Class II Wholesale)

### OTHER KEY FUNCTIONS

- ❑ Annual Town Report
- ❑ Town Meeting Preparation
- ❑ Cemetery Administration

# CEMETERY

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- ❑ **48 Total burials and 22 cremations (4 columbarium internments) 1 columbarium is full.**
- ❑ **Sales of graves & burial arrangements**
- ❑ **Daily inquires regarding cemetery (burials, grave location, genealogy, pre-planning**
- ❑ **New Cemetery Software**



# 2022 INITIATIVES

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## □ **BOARDS & COMMITTEE SOFTWARE**

**(Tentative launch date: 2/1/2022)**

**-Provides online information regarding our current boards/committee including application to apply for vacancies**

## □ **CEMETERY SOFTWARE**

- **maintain and manage records, deeds, plots, contracts, schedules, mapping & work orders**
- **Cemetery Grave Locator Component**

# CONCLUSION

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## FUTURE GOALS

### MODERNIZE OFFICE TECHNOLOGY

- ❑ To continue to improve the efficiency of the office by increasing online availability of services which will help to improve communication and responsive time to citizens request (ex: BOS Request for Meeting Minutes)
- ❑ (ex: online licensing within 2 years)