

TOWN OF **HULL, MASSACHUSETTS**

# TOWN CLERK

## **Responsibilities and Role in Town Government**

**Lori West, MMC/CMMC  
Town Clerk/Town of Hull**



# STAFF

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- ❑ Lori West, Office Manager
- ❑ Kasey Lombardo, Administrative Assistant to Board of Selectmen/Town Clerk
- ❑ Support Staff as needed

# Referred to in Many Communities as the “Doorway to Local Government”

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*Over 90% of the activity that is supervised by the Town Clerk is mandated by law. There are over 450 functions listed in M.G.L. that fall under the authority of the Town Clerk*

## **MISSION STATEMENT**

- ▣ The Town Clerk’s Office is committed is to accurately maintain all Town records including vital statistics, conduct elections with professionalism in accordance with State Law, issue State, and Town licenses and permits, and provide information to both Town Officials and the general public in a friendly, efficient, and confidential manner.

# KEY ROLES INCLUDE

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- ❑ Chief Election Official
- ❑ Public Records Officer
- ❑ Licensing Officer-businesses certificates, dogs, raffles, etc.
- ❑ Census/Voter Registration
- ❑ Administers Oath of Office to all appointed and elected officials
- ❑ COIL Training (Provide and Track over 500 Employees/Board/Committee/Elected Officials)
- ❑ Vital Records Registration: births, deaths and marriage license registrations and issuance of certified copies

# 2022 ELECTION CALENDAR



**Tuesday, February 22, 2022**

**Annual Election Nomination papers  
available at Town Clerk's Office**

**Monday, May 2, 2022**

**Annual Town Meeting**

**Monday, May 16, 2022**

**Annual Town Election**

**Tuesday, September 6, 2022  
(Tentative date)**

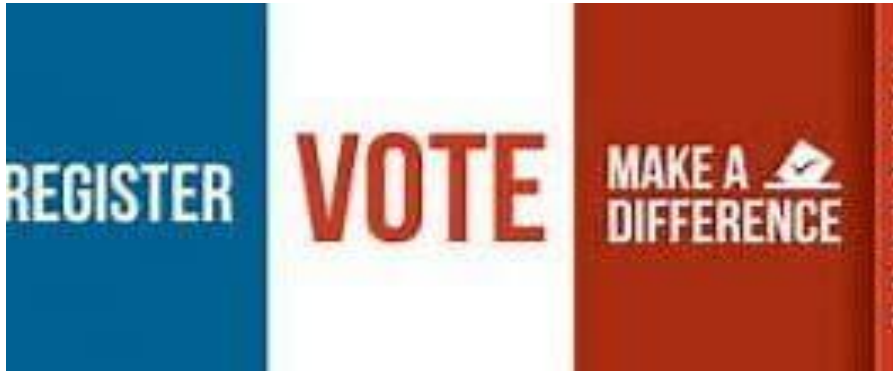
**State Primary Election**

**Tuesday, November 8, 2022**

**General State Election**

# ELECTIONS

Governed by Federal, State and Local Laws –  
Registered over 7800 Registered Voters in 2021



**We register voters at the counter,  
through the mail, at High School,  
and via on-line registration**

**[www.sec.state.ma.us](http://www.sec.state.ma.us)**

**We currently have 5 electronic  
voting machines (2 spares-used  
during advanced processing and  
9 poll pads.**



# Business Certificates 2021

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- ❑ Issued 62 Business Certificates
- ❑ Good for 4 years –  
(must be renewed)



## DOG LICENSES

- ❑ New online program increased dog licensing by 24.7%
- ❑ Current # of dogs licensed is 737

# Vital Records

## – Past to the Present –

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**Issued more than 750 copies in 2021  
(431 Online orders)**

**We issue marriage  
licenses to over 30  
couples this past year,  
(Huge increase from  
2020!) Births = 52**

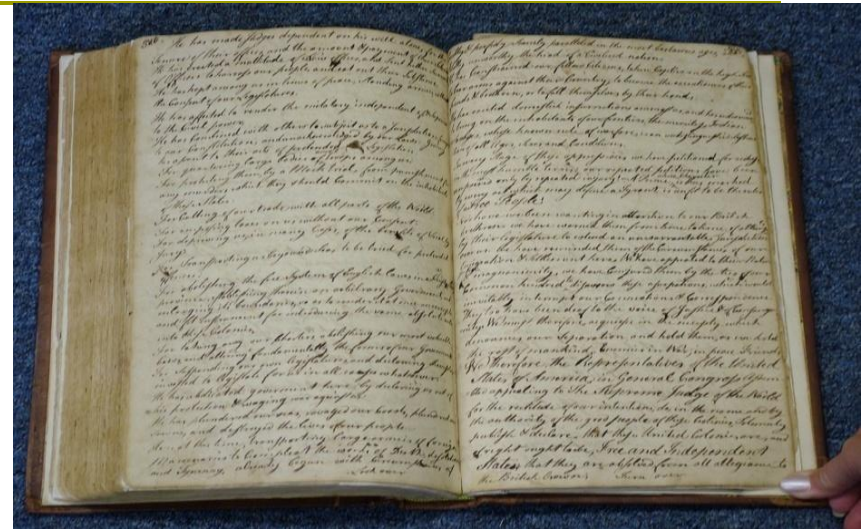




# Keeper of Records Town's History From 1620

## handwritten documents to computer generated pages of today

- ❑ **Care & Preservation of Records Goals**
- ❑ **Binding/Repairing Books/Deacidification of Ancient Records**
- ❑ **Adherence to State Retention Schedules**
- ❑ **Microfilming for Public Online Access**
- ❑ **New shelving, etc.**
- ❑ **Indexing (Possible funding sources: Grants/Capital Planning/CPA Funds)**



# 2022 INITIATIVES & GOALS

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- ❑ NEWSLETTER
- ❑ Welcome Packet
- ❑ Public Records Tracking Software
- ❑ COIL Tracking Software
- ❑ Care & Preservation of Records- continue to pursue funding for preservation, microfilming, data indexing, shelving, etc. (Grants/CPC)
- ❑ Electronic Voting for Town Meeting  
ATM Article to add electronic voting