

TOWN CLERK

CALENDAR

Weekly

- Monitor Voter Registry System.
- Monitor Registry of Vital Records System.
- Monitor Division of Local Services Gateway system.
- Review correspondence and return phone calls.
- Post agendas according to State Open Meeting Laws and Town bylaw.
- Enter completed Annual Street List updates to the Voter Registry Information System.
- Submit collected fees to Treasurer for deposit.
- Respond to requests from general public, town officials, and state departments.

Bi-Weekly

- Prepare any departmental bills for payment and submit to the Accountant.

January:

- Submit Annual Town Clerk Report to the Administrative Assistant.
- Submit budget request to Finance Committee.
- Order dog license tags.

February:

- Prepare and distribute Annual Street List second notices as needed.

March:

- Compile list of positions for Annual Town Election and submit to Administrative Assistant.
- Prepare for and post notice of Town Caucus.

April:

- Conduct Town Caucus; record and publish results.
- Compile list of election officers and Board of Registrars then submit to Administrative Assistant.

May:

- Attend Annual Town Meeting second Saturday in May. Record official results and post to website. (if dissolved)
- Submit any bylaw changes to the Office of the Attorney General.
- Submit results of all budget items to the Accountant.
- Prepare for Annual Town Election/conduct voter registration in accordance with Chapter 51 of the Massachusetts General Laws.

June:

- Conduct Annual Town Election first Saturday in June. Record official results and post to website.
- Notify elected candidates to be sworn and provide copies of Open Meeting Laws and Summary of Conflict of Interest Laws.

- Swear in elected officers.
- Update elected officials to Division of Local Services Gateway System.
- Attend Reconvene of Annual Town Meeting. Record official results and post to website.
- Submit any bylaw changes to the Office of the Attorney General.

July:

- Swear in appointed officers.
- Update appointed officials to Division of Local Services Gateway System.

August:

- Prepare year end reports as required for free cash certification.
- Prepare records for auditor in audit year.
- Conduct voter registration in accordance with Chapter 51 of the Massachusetts General Laws; in election years.

September:

- Conduct State and/or Federal Primaries in election years. Record and publish results

October:

- Conduct voter registration in accordance with Chapter 51 of the Massachusetts General Laws; in election years.

November:

- Conduct State and/or Federal Elections in election years. Record and publish results.

December:

- Prepare and distribute Annual Street Listing forms.