



Office of the Town Clerk/Registrar

Cheryl D. Sass, Acting Town Clerk



The Hub of Local Government

The Town Clerk's Office is the direct link between residents and their local government.

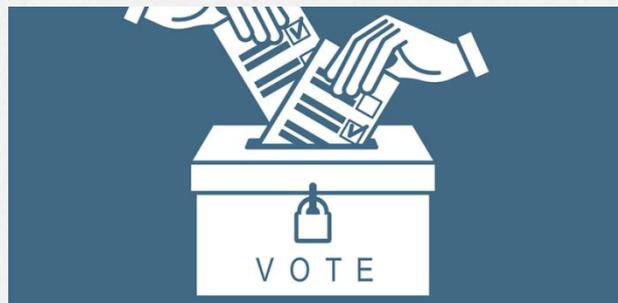
CORE FUNCTIONS

- o Vital Records
- o Annual Town Census
- o Election Administration
- o Public Records Management
- o Dog Licensing
- o Ethics Training and Compliance
- o Legal
- o Business Certificates

Election Administration

Election Administration occurs every day; not just during election season:

- o Voter Registration (Includes Address changes, party changes, deletes due to death or moving out of town)
 - online
 - in person
 - RMV
- o Census (approximately 11,000 mailed)
- o Certification of Nominations and Petitions (Last year we certified close to 4,100 signatures)





Election Administration Calendar



Jan – Mar	Check in Annual Census forms; delete elapsed AV's, prepare permanent AV Applications
Feb – Aug	Certify Petitions and Nominations
Apr – Jun	Census non-respondent second mailings and check in; Prepare Street List
July - Aug	Confirmation Card/Mass Inactivation Mailing and check in
Sept – Nov	In person Absentee Voting/Early Voting; Election preparation; Voter Lists, Ballot Preparation and Packing, Provisional Ballots, Tally Results, certify outcome; Return of Votes to SOC
December	Delete Inactive Voters; Prepare Annual Census List and mailing for January



Elections



In order for Election Day to run smoothly, we are working in the months leading up to the Election, as well as the weeks after:

- o Schedule and train more than 200 Pollworkers and Staff
- o Ballot Machine and Supply Box preparation for 12 Precincts
- o Set up and take down more than 270 voting booths at 5 locations throughout Town and several signs and banners
- o Coordinate with RPD for delivery and pick up of Ballots
- o Process Provisional Ballots
- o Prepare and Certify Election Results and Report to the Secretary of State's Office
- o Campaign Finance Reports (8 days prior; year end)

Public Records Management

- o Timely retrieval of all public records requests
- o Open Meeting Postings
- o Special Permits
- o Annual Street List
- o General and Zoning Ordinances
- o Campaign Finance Reports
- o Planning Board and Zoning Board Decisions

Dog Licensing



- o More than 1,400 dogs licensed each year (by mail and in person)
- o Maintain list and mail warnings for dogs who have not been licensed
- o Receive and maintain rabies information from Veterinarians
- o Attend Annual Rabies Clinic

Elected and Municipal Employee Management

- o Swear In/Oaths of office to all Town Officials
- o Provide new board members with Open Meeting laws, Public Records Laws and Ethics information
- o Collect Ethics Compliance Certificates from all Board Members and Employees; track when they are due for next exam (every two years)



Legal



- o All lawsuits and claims against the Town are filed with the Town Clerk
- o Conflict of Interest statements
- o Record appeals of Town Council/ZBA/Planning Board Special Permits and Decisions
- o Certify all Council Orders for borrowing
- o Bond Certification; Notify DOR

Business Certificates

- o Any business other than a corporation doing business in their own name must file with the Clerk; Also known as DBA.
- o Good for 4 years, must be renewed
- o Discontinuances, removal of signatories, and business name changes are also processed
- o Must have a physical address in Randolph
- o Last year, we had over 225 Business Certificates

**A Business Certificate is not a license to operate – it simply notifies the Town that a business is operating.*



Other Services We Provide...

- o Notary Public

There are 2 Notaries in the office

- o Proof of Residency

Letters for the RMV, School Administration, and Welcome Home Bonus

- o Underground Storage Tank Registration

Flammable Liquids – gas stations, oil, etc.

- o Welcome Packages

Mail new homeowners a package including: Good Neighbor Guide, Important Phone Numbers, Voter Registration, Census and School and Library information

- o Lottery/Raffle Permit

Fundraising Events for Non-Profit Organizations

- o Genealogy

Provide access to all vital records in our possession; from 1793 up until today!

Customer Service

The Town Clerk's Office also serves as the main number to Town Hall. We answer hundreds of phone calls each week, as well as direct visitors to the appropriate department. Our approach is to help everyone we can before sending them to another office.



The Town Clerk's Office...
always ready to serve the public with a smile!



Kristin Cheryl Betty

Thank You!

