

GENERAL GOVERNMENT

TOWN CLERK

Anita S. Tekle

Vital Statistics
 Births – 1,202
 96 Concordians
 Deaths – 360
 156 Concordians
 Marriages – 80

Staff

The Department is staffed by Assistant Town Clerk Patricia Clifford, Senior Department Clerk Arlene Fitzpatrick, and Office Assistant Bridget Rodrigue. The achievements of the Department during 2011 were in large part due to the effort and commitment of these individuals, which is noted and appreciated.

Vitals

The presence of Emerson Hospital in the community results in a high number of birth recordings in Concord. The number of overall births remained fairly consistent for the past three years. It should be noted that the number of births to Concord parents in 2011 (96) is only 57% of the number recorded as recently as 2000 (176). The Office had a brisk business of certified copies of births, deaths and marriages, with 6,423 issued, generating revenue of \$67,803. In addition, the staff processed 40 Affidavit and Correction of Vital Records, and issued 360 burial permits. Our online offering for the processing of birth, death and marriage certificates has proven to be very popular with our customers, with 1,351 transactions taking place online during 2011. This online offering allows us to provide expedited service for vital records (at an additional charge) and reduces the number of walk-in customers, allowing us to better manage the Division's workload.

The Town Clerk is currently serving on a State task force to plan for significant changes in the way death certificates are developed, recorded and issued, with implementation scheduled to begin as a pilot in July 2012. This follows the implementation of a statewide electronic system for the recording and issuance of

birth certificates beginning in February 2011. These long-awaited changes—to provide for the electronic generation, recording and issuance of vital records—are the most significant improvements made to these processes in many generations. The Town's partnership with Emerson Hospital and the State Office of Vital Records & Statistics in these efforts has been appreciated.

RECORDED VITAL STATISTICS FOR CONCORD 2001-2011

(Numbers include babies born to Concord parents at other Massachusetts hospitals)
 (# of Concord residents is in parenthesis)

Year	Births	Deaths	Marriages
2011	1,201 (96)	360 (156)	80 (33)
2010	1,183 (100)	384 (157)	84 (32)
2009	1,195 (122)	370 (134)	76 (25)
2008	1,199 (101)	402 (149)	58 (22)
2007	1,178 (87)	349 (133)	87 (21)
2006	1,244 (121)	423 (161)	74 (24)
2005	1,214 (111)	433 (171)	76 (30)
2004	1,400 (152)	400 (130)	93 (43)
2003	1,400 (128)	407 (135)	80 (37)
2002	1,395 (151)	422 (179)	82 (36)
2001	1,546 (159)	393 (149)	69 (28)

Licenses

2011 was the last year that the Town of Concord served as an agent of the State Office of Fisheries & Wildlife for the sale of fishing and hunting licenses. Due to changes in vendor requirements, the Town is no longer able to offer this service. Licenses are available online at www.mass.gov/masswildlife.

A record total of 1,924 dogs were licensed in 2011. Income of \$31,613 was received by the Town for dog licenses and late fees. Staff participated in the March Board of Health Rabies Vaccination Clinic.

Town Meeting

The Town Clerk and staff attended and recorded the proceedings of the Annual Town Meeting and two Special Town Meetings during the year. For all Town Meeting events, we offered a daily update on the previous evening's session on the Town's web site, which proved very popular with residents. An excerpted copy of the proceedings is included elsewhere in this Report.

Recordings

The Department issued 98 Business Certificates during the year.

Passports

After having served as a Passport Acceptance Agent for over 12 years, the Town got out of the passport business at the end of April 2011. This was due to a change in policy of the U.S. State Department, which now prohibits organizations which issue birth certificates from simultaneously serving as Passport Acceptance Agents. Since 1999, the Town has processed 4,928 passport applications, which generated \$115,780 in revenue for the Town's general fund.

Miscellaneous

During the year, the staff swore in new committee and board appointees and posted 863 public meetings. Meeting postings are available on the bulletin board in the Town House lobby, on a digital monitor in the Police Department lobby on Walden Street (available 24/7) and for view on the Town's web site at www.concordma.gov. During the course of the year, the Office provided information to staff, boards and committees, and citizens on the issues of the Open Meeting, Public Records, Conflict of Interest, and Campaign & Political Finance Laws. State legislative action during 2009 made several significant changes to these laws which took effect between December 2009 and July 2010, with regulations adopted and amended several times since that time. The Town Clerk's Office is involved in administering and implementing many of these changes. Among the new initiatives are mandatory ethics training for Town and School employees and committee/board members; the elimination of Saturdays in the computation of 48-hour notice for meeting postings; requirement that agendas be posted and made available for all public meetings; expanded requirements for the contents of meeting minutes; and the requirement that some campaign finance filings be posted on the Town's website. During the year, several inquiries were referred to the appropriate State authorities for formal determinations and rulings.

Department staff prepared and recorded 54 new cemetery deeds during the year, and continued to maintain the cemetery deed, burial permit, and lot records. Thirteen raffle permits were issued to community non-profit

organizations. Staff notarized numerous documents as a public service to our customers. Four staff members have been appointed by the Governor's Office to serve as "Commissioners to Qualify," which authorizes staff to administer the Oath of Office to individuals appointed as a Notary Public or Justice of the Peace in Massachusetts. We continued to receive and process routine genealogical requests, referring the more complex ones to the Library Archivist.

During 2011, the Town Clerk's Office turned over \$111,030 in general revenue to the Town, with gross receipts at \$115,122. Feel free to contact our office if you have any questions (978-318-3080). Visit the Town's web site (www.concordma.gov), or contact us via e-mail at TownClerk@concordma.gov.

BOARD OF REGISTRARS

Susan W. Cannon, Chair
Elaine A. DiCicco
Anita S. Tekle, Town Clerk

The four-member Board of Registrars consists of two members from each of the major political parties—three members appointed by the Board of Selectmen, plus the Town Clerk. Board member Shirley Osepchuk died in October after a brief illness, and will be missed by all. She served for many years as an Election Officer prior to becoming a member of the Board.

Voter Registration

The Town Clerk's Office continued to utilize the State's Voter Registration Information System for voter registration. This system connects Concord with Town Clerk offices across the State to avoid duplication of voter registrations, and allows residents to register to vote or change their address or party affiliation at the Registry of Motor Vehicles.

During the year when we encountered petition signers who were not registered voters in Concord (and therefore could not be certified as signers), we mailed voter registration forms to them, resulting in an excellent return. We also continue to do this with younger residents when they reach voting age at 18, with good results. The Office registered 668 new voters during the year, ending the year with 12,300 voters. In addition, 697 voters were deleted, 121 switched parties during 2011, and 454 were placed on Inactive Voter status due