

Office of the Town Clerk



Mark F. Hogan, CMC / CMMC
Town Clerk
Registrar
Burial Agent
Notary
Justice of the Peace

TOWN CLERK'S OFFICE

MAJOR FUNCTIONS

- Taking the Annual Town Census
- Registrar of Vital Records & Statistics
- Records/Licensing Administration
- Public Body Administration
- Town Meeting Administration
- Election Administration

Annual Census

- Mailed to every household in January
- Non respondents 2nd Mailing in April/May
- Annual Street List in June/July
- Removal of Inactive Voters (2 State Elections) in December

Vital Records

➤ Births: 2022 - 146

- Born to Residents of Sharon
- Born in Sharon

➤ Marriages: 2022 - 61

- Intentions
- Certified Copy

➤ Deaths: 2022 - 145

- Death of a Sharon Resident: 2022 - 129
- Death occurred in Sharon (Burial Agent)

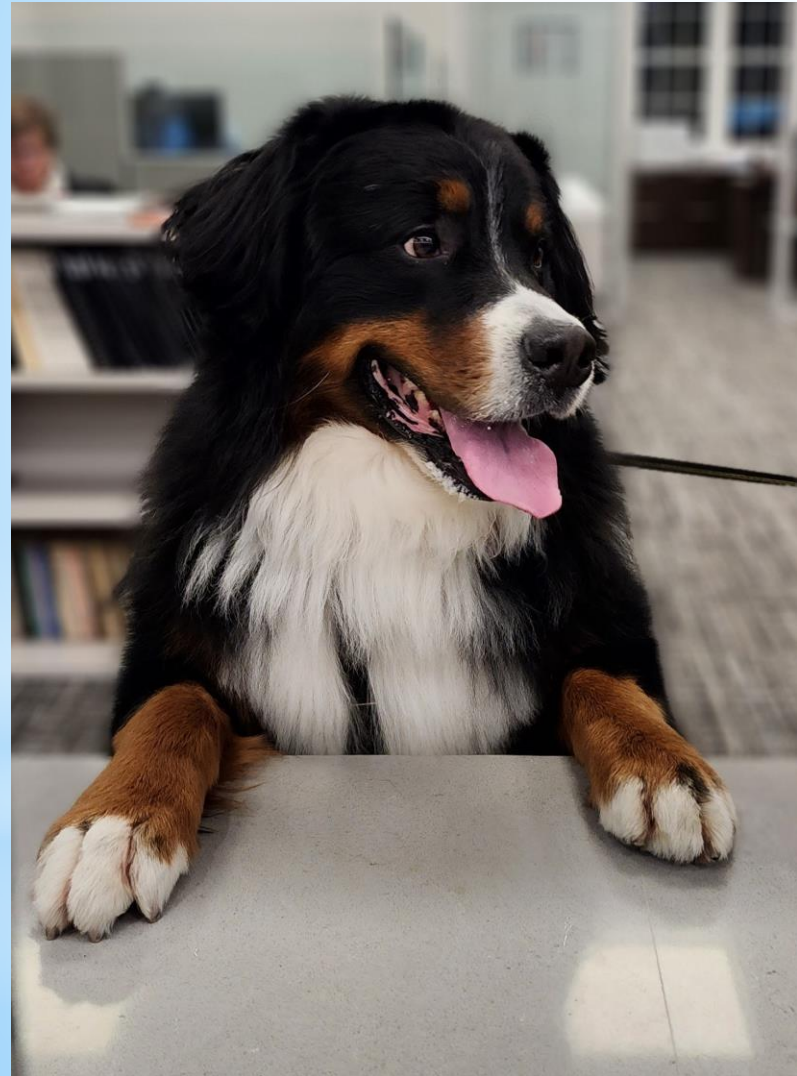


Keeper of Records

Permanent records Maintained by Clerk's Office

- Town Election & Town Meeting Records
- Attorney General Bylaw Approvals
- Annual Reports
- Annual Street List Books
- Vital Records – Birth, Death, Marriages
- Oaths of Office
- Pole Locations
- Conflict of Interest Disclosure Statements
- Planning & Zoning Board Filings & Decisions
- Open Meeting Law Complaints
- Permits/License – Burial, Raffle, Fuel Storage, Business Certificates, Dog and Kennel Licenses

Dog Licensing



- Licensing Period – One Calendar Year
- Due in January
- By Mail, In Person, or Online
- \$15 Spayed/Neutered / \$20 Intact
- After May 31st: \$50 Late Fee Per Dog
- After June 30th: \$50 Non-Criminal Disposition Fee Per Dog

- 2,050 Dogs Licensed so far for 2023
 - 2,071 Dogs in the System
 - 12 Dog Owners in Court for 13 Dogs

Business Certificates

- Any business, in Sharon, other than a corporation doing business in their own name
- Good for 4 years, must be renewed
- If based out of a home a letter of approval from the Building Inspector is required
- Discontinuances, removal of signatories, and business name changes are also processed

**A Business Certificate is not a license to operate - it simply notifies the Town that a business is operating. Often requested by banks to setup accounts.*

Public Administration

- Administration of the Oath of Office
- Compliance Requirements
 - State Ethics – Conflict of Interest
 - Acknowledgement of Summary (Annually)
 - Completion of Online training (Every 2 years)
- Open Meeting Law
 - Posting Agendas
- Elected Officials Campaign Finance Reports
 - 8 days prior
 - 30 days post
 - Year End (January 20th)

Town Meetings – Clerk Responsibilities

Prior to Town Meeting:

- Post Warrant
- Attend planning meetings
- Hire Staff
- Set up (stage / seating areas / check in area)

During Town Meeting:

- Take Minutes – record motions & actions of the body
- Conduct standing votes

Post Town Meeting:

- Prepare Results – post on website / permanent town records
- Prepare Certified articles
- Submit Bylaw changes (new or edits) to Attorney General's Office
- Report Debt or Borrowing to Department of Revenue (Form DA-82)
- Report MGL acceptances to Secretary of the Commonwealth's Office

Election Administration

Election Administration occurs every day, not just during election seasons:

- **Voter Registration Information System - VRIS**
 - New Voters
 - Deleted Voters (moved, deceased)
 - Voter Changes (Address, party, name changes, etc)
- **Annual Town Census**
 - First Mailing
 - 2nd Mailing
 - Confirmation Mailing
- **Certification of Nominations and Petitions**
 - Local Candidates - Annually
 - State Ballot - Candidates & Question Petitions

Local Elections

- Prepare Calendar of Deadlines & list of terms due to expire
- Candidate Communications
- Prepare & Order ballots
- Nomination Papers – Issue & Certify
- Campaign Finance Reports (8 days prior, 30 days post & year end)

State / Federal Elections

- Certification of Nominations Papers
- Certification of Initiative Petitions – Ballot Questions

Election Day Preparation

To ensure Election Day runs smoothly, we are working in the months leading up to Election Day:

- Election Workers - schedule & train
- Coordination with other Departments - Schools, DPW & Police Department
- Awareness – Signage, Website, Social Media
- Prepare & Post Warrant
- Prepare forms / materials – clerks books, end of night tally, worker supply boxes
- Advance Testing of equipment
- Polling Place Set up – maps, equipment & signage

And there is still much to be done in the weeks following an election:

- Process Provisional Ballots
- Enter Voter History in the VRIS (Voter Re
- Prepare & Certify Election Results - Report to Secretary of State's Office
- Prepare Results Report for Town's Annual Town Report, Permanent Records & on Website

Election Statistics

- 2020 State (Presidential) Election

- Total Registered Voters: 13,325
- Total Ballots Cast: 11,695
- Percent Voting: 87.77%

- 2022 State Election

- Total Registered Voters: 13,399
- Total Ballots Cast: 8,140
- Percent Voting: 60.75%

- 2022 Annual Town Election

- Total Registered Voters: 13,129
- Total Ballots Cast: 1,934
- Percent Voting: 14.73%

Other Services We Provide

- Notary Public
- Proof of Residency Certifications
- Genealogy
- ETC.

Customer Service

- We serve as your direct link to our Town Government.
- We will either find you what you need or help you find where you need to go to get it.

