



# Town Clerk's Hours In The Office

A response to the petition  
article submitted for Town  
Meeting 2021

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# Petition article 2021

- Signed by three members of the Board of Selectmen, their relatives and friends
- **Purpose – to support the Town Manager's and Board of Selectmen's interest in cutting a half-time equivalent employee from the Town Clerk's Office;**
  - e.g. to make the Assistant Town Clerk's position half-time instead of full-time, as it has been for years
- **Purpose – control, in an out of control period of time in our history**
- **Legally unenforceable**

# Long-ago needs of the town – Yesterday's Town Clerk

**For the Town Clerk to be out of the office a few certain days every year, as follows:**

- Ballot and tabulator testing for 4 – 8 hours prior to every election in one of the upstairs hearing rooms
- Meetings with Police, Fire, DPW, Facilities, Board of Health prior to every election
- Average of 3 elections per year – 1-2 days to set-up and 1 day of voting

**A Town Clerk who is independent, and able to provide checks and balances in town government**

- e.g. the recent Open Meeting Law complaint

# “Current needs of the town”

## Today's Town Clerk

- **A Town Clerk who skillfully runs fraud-free elections with new legislative directives that necessitate 30 – 60 days per year out of the office** for:
  - Vote by Mail processing in the far rooms of the lower level in the fall of 2020
  - Advanced processing of ballots in the 2<sup>nd</sup> floor hearing room in October 2020
  - 18 Early Voting in Person days in October 2020 in the first floor hearing room
  - 7 Early Voting in Person days in August 2020 in the first floor hearing room
  - 5 Early Voting in Person days in February 2020 in the first floor hearing room
  - Similar Early Voting in Person days in the fall of 2018 and 2016



# “Current needs of the town” Today’s Town Clerk

**A Town Clerk who is involved in the community, by request of the community**, including:

- Several days every spring of 3<sup>rd</sup> grade “Town Hall History” field trips in collaboration with the teachers at Center School
- “Thank you” reverse parade for Veterans at Hanover Middle School in November 2020

# “Current needs of the town”

## Today's Town Clerk

**A Town Clerk who stays abreast of constantly changing laws by attending conferences and trainings, such as:**

- Massachusetts Town Clerk's Association Zoom trainings (2 – 4 times per month) or, previously, conferences (3x/year @ 3 days each)
- New England Association of City and Town Clerk's conferences (1-2x/year @ 3-5 days each) or Zoom trainings
- Recent topics include:
  - Election Security Partnership – cybersecurity training in conjunction with the Department of Homeland Security and the Secretary of the Commonwealth
  - Legislative changes to Town Meeting and Town Elections due to COVID-19
  - Re-precincting and re-districting as a result of the 2020 Federal Census



# “Current needs of the town”

## Today's Town Clerk

- ◉ **Need for professionalization of the position as the town has grown and the job has become more complex**
- ◉ Need for a well trained Town Clerk who has earned her Certified Municipal Clerk's status – an international certification from the International Institute of Municipal Clerks
- ◉ Our current Town Clerk is the first Hanover Town Clerk to have obtained this status



# “Current needs of the town”

## Today's Town Clerk's office

- **A skilled and well-trained Town Clerk** who is abreast of legislative changes, involved in the community, and who delivers democracy to residents without fraud or bias and with every vote counted, even in a pandemic
- **A full-time Assistant Town Clerk** who is able to cover the office functions when the Town Clerk is doing her job but outside the confines of the office walls



# Petition article

- The petition article is based on **a profound misunderstanding of the role of the Town Clerk and the Town Clerk's job responsibilities**
- The petition article is **grounded in "yesterday's" version of the Town Clerk's role**
- The petition article is **legally unenforceable**