



## 2013 CONCORD ANNUAL TOWN REPORT

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### Town Clerk

Anita S. Tekle

#### Staff

The Division is staffed by Assistant Town Clerk Patricia Clifford; Senior Department Clerk Arlene Fitzpatrick; and Office Assistant Bridget Rodrigue. The achievements of the Department during 2013 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 six years, although the number of births to Concord parents is up slightly in 2013. The Office had a brisk business of certified copies of births, deaths and marriages, with 5,807 issued, generating revenue of \$70,123. In addition, the staff processed 52 Affidavit and Correction of Vital Records, and issued 391 burial permits. Our online offering for the processing of birth, death and marriage certificates has proven to be very popular with customers, with 1,491 transactions taking place online during 2013 (representing 40% of the birth certificate requests). 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.

#### **VITAL STATISTICS**

Births – 1,192  
125 Concordians  
Deaths – 397  
174 Concordians  
Marriages – 81  
35 Concordians

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## RECORDED VITAL STATISTICS

2004-2013

(Numbers include babies born to Concord parents at other MA hospitals)

(# of Concord residents is in parenthesis)

Year	Births	Deaths	Marriages
2013	1,192 (125)	397 (174)	81 (35)
2012	1,171 (102)	367 (165)	67 (32)
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)

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. The pilot began during 2012 and continued in 2013, with implementation expected during 2014. 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.

## Licenses

We reached another record for dog licenses issued during the year—1,941. Income of \$34,336 was received by the Town for dog licenses and late fees. Staff participated in the Rabies Vaccination Clinic sponsored by the Board of Health in March.

## Town Meeting

The Town Clerk and staff attended and recorded the proceedings of the Annual Town Meeting and Special Town Meeting during the year. For all Town Meeting events, we offered a daily update of 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 137 Business Certificates during the year.

## Miscellaneous

During the year, the staff swore in new committee and board appointees and posted 951 public meetings. Meeting postings are available on the bulletin board in the Town House lobby and for view on the Town's web site at [www.concordma.gov](http://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, 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 detailed agendas be posted and made available for all public meetings; expanded requirements for the contents of meeting minutes; the availability of remote participation by committee and board members; 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.

Staff prepared and recorded 37 new cemetery deeds during the year, and continued to maintain the cemetery deed, burial permit, and lot records. Sixteen raffle permits were issued to community non-profit organizations. The Town Clerk's Office offers Notary Public services for customers with proper identification. A nominal fee is charged, and appointments are recommended for complex documents. 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 2013 the Town Clerk's Office turned over \$123,840 in general revenue to the Town. Feel free to contact our office if you have any questions (978-318-3080). Visit the Town's web site ([www.concordma.gov](http://www.concordma.gov)), or contact us via e-mail at [townclerk@concordma.gov](mailto:townclerk@concordma.gov).