



Office of the Town Clerk
TOWN OF TOWNSEND
272 Main Street Townsend, Massachusetts 01469

Kathleen M. Spofford, CMMC, Town Clerk
Jessica A. Funairole, Assistant Town Clerk

Office: (978) 597-1704
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Town Clerk Monthly Report
January 31, 2021

Services performed in the Town Clerk's Office:

Registered Vital Records:

Births – 5

Marriages – 2

Deaths – 9

Burial Permits – 3

8 Public Record Requests

Census sent out to 4061 Households and processed incoming returns.

Special Election on January 23, 2021, sent out mail in ballots.

One voter registration day on January 4, 2021, 9 am to 8 pm

December and January: 523 Dog Licenses and picked #1 Dog Tag

Readying for the Annual Election: Issuing Nomination Papers, checking open positions, election calendar.

Notary Services: 23

Commissioner to Qualify oaths to Notaries: 5

Purging files to add older files to the vault.

Updated Officials in multiple locations.

Posted agendas for multiple boards and committees.

Stamped in minutes and filed in appropriate files.

Oath to newly appointed officials and updated database.

Accepted approved minutes and filed.

Planning and Zoning decisions filed and processed.

Genealogy research for public

Sent out DBA renewals

Prepared and submitted Annual Report

Began working on budgets.