

# Appendix to the Hawley, MA Town Clerk Position Description

The following list is broken down into sections by duties and responsibilities of the Town Clerk and serves as an appendix to the Position Description.

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## #1 – Elections

Relevance to Hawley (0,1,2)	Job Role or Duty -- Elections	MGL Ref.	
		Ch.	Sec.
2	Issue certificates of supplementary registration to federal service personnel.	[none cited]	
2	Issue certificates to persons whose names are omitted from voting list through error.	[none cited]	
2	Send State Secretary biennially a re-post of number of voters enrolled in each political party and of number of un-enrolled voters.	[none cited]	
2	Together with Selectmen, canvass returns of votes from precincts and declare results.	<a href="#">39</a>	<a href="#">21</a>
2	Make regulations relative to use of ballots boxes and seals, counting and other apparatus, receiving ballots, and counting and return of votes.	<a href="#">50</a>	<a href="#">7</a>
2	Send copy of application of new resident to qualify to vote for president to Registrar of Voters of applicant's former place of residence.	<a href="#">51</a>	<a href="#">1A</a>
2	Supervise annual listing of persons 20 years of age and older	<a href="#">51</a>	<a href="#">4</a>
2	Prepare annual list of persons 20 years of age and older.	<a href="#">51</a>	<a href="#">4</a>
2	List applicants for registration who lived in some other city or town in State on preceding January 1 and notify Registrars of Voters of other city or town.	<a href="#">51</a>	<a href="#">9</a>
2	Correct records of registration of voters whose names are changed by decree of court or by marriage to conform to changes of name.	<a href="#">51</a>	<a href="#">12</a>
2	Transmit to Registrar of Voters on the first day of each month and two days before each primary or election names of residents 21 years of age and older who died during preceding month or since date of list previously submitted.	<a href="#">51</a>	<a href="#">14</a>
2	Serve as member and Clerk of Board of Registrars of Voters.	<a href="#">51</a>	<a href="#">16</a>
2	As Clerk of Board of Registrars of Voters, keep records of board proceedings and give notices as required by Registrars.	<a href="#">51</a>	<a href="#">23</a>
2	Prepare and post notices of places and hours of holding sessions for registration of voters.	<a href="#">51</a>	<a href="#">32</a>
2	Receive applications to register for voting and examine applicants to determine qualifications.	<a href="#">51</a>	<a href="#">33</a>
2	Receive applications of new residents to qualify for voting for president and examine applicants to determine qualifications.	<a href="#">51</a>	<a href="#">33</a>

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Relevance to Hawley (0,1,2)	Job Role or Duty -- Elections	MGL Ref.	
		Ch.	Sec.
2	Enter in general register voters name and other facts required by law relating to each person registered to vote.	<a href="#">51</a>	<a href="#">36</a>
2	Check annual register of voters containing names and present addresses of those on previous year's voting list and reported as residing in town in current year.	<a href="#">51</a>	<a href="#">37</a>
2	Send notices to persons on voting list of previous year and not reported as living in town in current year.	<a href="#">51</a>	<a href="#">37</a>
2	Add names of persons registered in current year to annual register of voters.	<a href="#">51</a>	<a href="#">37</a>
2	Revise and correct general and annual registers of voters in accordance with facts presented to registrars.	<a href="#">51</a>	<a href="#">38</a>
2	Strike names of voters who have died from annual register of voters.	<a href="#">51</a>	<a href="#">38</a>
2	Post copies of voting list in office and in each precinct.	<a href="#">51</a>	<a href="#">57</a>
2	Prepare and post list of persons qualified to vote only for president.	<a href="#">51</a>	<a href="#">58A</a>
2	Certify to State Secretary before biennial state election and regular town election number of registered voters in town and in each precinct.	<a href="#">51</a>	<a href="#">61</a>
2	Before presidential election certify to State Secretary number of persons qualified to vote only for president.	<a href="#">51</a>	<a href="#">61</a>
2	Receive and, together with other registrars, act on complaints of illegal or incorrect registration.	<a href="#">51</a>	<a href="#">48,</a> <a href="#">49</a>
2	Prepare voting lists for use at primaries and elections and for furnishing to political committees and candidates.	<a href="#">51</a>	<a href="#">55,</a> <a href="#">60</a>
2	Check signatures on nomination papers of candidates for State and Town officers and certify the number that are the names of voters.	<a href="#">53</a>	<a href="#">7</a>
2	Receive and file nomination papers of candidates for Town offices.	<a href="#">53</a>	<a href="#">9</a>
2	Serve as member of board to consider and act upon objections to nominations of candidates for town offices and all questions relating thereto.	<a href="#">53</a>	<a href="#">12</a>
2	Check signatures on initiative and referendum petitions and certify the number that are the names of voters.	<a href="#">53</a>	<a href="#">22A,</a> et. al.
2	Receive and file objections to, and withdrawals from, nomination of candidates for town offices.	<a href="#">53</a>	<a href="#">11,</a> <a href="#">13</a>
2	Furnish certificates of party enrollment to persons filing objections to nomination of candidates to be voted for at state primaries.	<a href="#">53</a>	<a href="#">26</a>
2	Prepare ballots for town primary or preliminary election, if any.	<a href="#">53</a>	<a href="#">32</a>
2	Deliver ballots and all other necessary materials and supplies to polling places at all primaries and elections.	<a href="#">53</a>	<a href="#">36,</a> <a href="#">60</a>
2	Record in current annual register of voters party enrollments, if any, of each voter.	<a href="#">53</a>	<a href="#">37</a>

Relevance to Hawley (0,1,2)	Job Role or Duty -- Elections	MGL Ref.	
		Ch.	Sec.
2	When voter establishes, cancels or changes party enrollment, make record thereof in current annual register of voters.	<a href="#">53</a>	<a href="#">37</a>
2	Furnish copies of voting lists used at primaries showing names as checked.	<a href="#">53</a>	<a href="#">37</a>
2	Furnish copies of voting lists, showing party enrollments of voters, to primary candidates and officers of Town political committees.	<a href="#">53</a>	<a href="#">37</a>
2	Furnish certificates of party enrollment to candidates for nomination at state primaries.	<a href="#">53</a>	<a href="#">48</a>
2	Canvass records of votes cast at state primaries and report results to State Secretary.	<a href="#">53</a>	<a href="#">52</a>
2	Prepare nomination papers for town primary or preliminary election, if any.	<a href="#">53</a>	<a href="#">58</a>
2	Notify Chairmen of Town committees of names of members of such committees.	<a href="#">53</a>	<a href="#">70F</a> , <a href="#">70K</a>
2	Issue certificates of election, or of membership, as the case may be, to members of town political committees.	<a href="#">53</a>	<a href="#">70F</a> , <a href="#">70K</a>
2	Fill vacancy when duly appointed election officer and his/her deputy are absent.	<a href="#">54</a>	<a href="#">16A</a>
2	Make arrangements for fitting up and preparing polling places for all primaries and elections.	<a href="#">54</a>	<a href="#">25</a>
2	Has care and custody of ballot boxes and voting machines and responsibility for keeping them in good order and repair.	<a href="#">54</a>	<a href="#">28</a>
2	Prepare and provide ballots for town elections.	<a href="#">54</a>	<a href="#">40</a>
2	Prepare and provide for town elections cards of instructions to voters and cards containing abstracts of laws imposing penalties on voters.	<a href="#">54</a>	<a href="#">48</a>
2	Post specimen ballots in each precinct before all primaries and elections.	<a href="#">54</a>	<a href="#">49</a>
2	Send State Secretary 90 days before biennial State Election mailing list of voters and subsequent additions to such list.	<a href="#">54</a>	<a href="#">53</a>
2	Supervise performance by election officers of their duties.	<a href="#">54</a>	<a href="#">71A</a>
2	Receive applications for Absent Voting Ballots.	<a href="#">54</a>	<a href="#">86</a>
2	Prepare and post lists of absent voters.	<a href="#">54</a>	<a href="#">91</a>
2	Absent voters to whom ballots are delivered in person must mark same and execute required affidavit in presence of town clerk.	<a href="#">54</a>	<a href="#">92</a>
2	Examine envelopes containing absent voting ballots to determine whether affidavit has been properly executed and signed and whether ballot has been marked and mailed or delivered in conformity with law.	<a href="#">54</a>	<a href="#">94</a>
2	Record disposition of absent voting ballots.	<a href="#">54</a>	<a href="#">94</a>
2	Deliver absent voting ballots to polling places on Election Day.	<a href="#">54</a>	<a href="#">95</a>
2	Furnish certificates to voters whose absent voting ballots have not been returned authorizing them to vote in person.	<a href="#">54</a>	<a href="#">100</a>

Relevance to Hawley (0,1,2)	Job Role or Duty -- Elections	MGL Ref.	
		Ch.	Sec.
2	Receive applications from Kindred for absent voting ballots for federal service personnel.	<a href="#">54</a>	<a href="#">103</a> <a href="#">D</a>
2	Receive applications from kindred to qualify unregistered federal service personnel for voting.	<a href="#">54</a>	<a href="#">103</a> <a href="#">J</a>
2	Make index of unregistered service personnel qualified for voting.	<a href="#">54</a>	<a href="#">103</a> <a href="#">J</a>
2	Prepare and post lists of unregistered federal service personnel qualified for voting.	<a href="#">54</a>	<a href="#">103</a> <a href="#">J</a>
2	Before biennial state election, notify State Secretary of number of unregistered federal service personnel qualified for voting and furnish mailing lists.	<a href="#">54</a>	<a href="#">103</a> <a href="#">L</a>
2	Prepare for use at polling places copies of lists of unregistered federal service personnel qualified for voting.	<a href="#">54</a>	<a href="#">103</a> <a href="#">M</a>
2	Enter in records number of names checked on voting lists, number of ballots cast, number of unused ballots, and results of votes in each precinct for all state and town primaries and elections.	<a href="#">54</a>	<a href="#">105</a>
2	Make and furnish, as required by law, copies of voting lists as checked at state and town elections.	<a href="#">54</a>	<a href="#">108</a>
2	Has custody of ballots cast, ballots not cast and voting lists used at all state primaries and elections.	<a href="#">54</a>	<a href="#">109</a>
2	Examine records of election offices after all primaries and elections to determine whether there are any errors; and, if so, have them corrected.	<a href="#">54</a>	<a href="#">111</a>
2	Prepare and transmit to Clerk of Courts copy of record of votes for County Commissioner.	<a href="#">54</a>	<a href="#">112</a>
2	Prepare and transmit to County Commissioners copies of records of votes for County Treasurer and Register of Deeds.	<a href="#">54</a>	<a href="#">112</a>
2	Prepare and transmit to State Secretary following state elections copies of records of votes for state and national officers and on questions submitted to voters.	<a href="#">54</a>	<a href="#">122</a>
2	Prepare and transmit to State Secretary copy of record of votes cast in each precinct for state representative.	<a href="#">54</a>	<a href="#">129</a>
2	Certify to State Secretary after state and town election number of names, checked on voting list in each precinct.	<a href="#">54</a>	<a href="#">132</a>
2	Receive claim to office or declaration of intention to contest election and retain ballots until claim is withdrawn or contest decided.	<a href="#">54</a>	<a href="#">134</a>
2	Receive petitions for recounts.	<a href="#">54</a>	<a href="#">135</a>
2	Transmit petitions for recounts, together with ballots cast and tally sheets used at elections, to Register of Voters.	<a href="#">54</a>	<a href="#">135</a>
2	Together with other registrars, examine recount petitions and attach certificate of number of names of voters registered in precinct or town.	<a href="#">54</a>	<a href="#">135</a>

Relevance to Hawley (0,1,2)	Job Role or Duty -- Elections	MGL Ref.	
		Ch.	Sec.
2	As Clerk of Board of Registrars of Voters, make arrangements for conducting recounts and notify candidates and political committees.	<a href="#">54</a>	<a href="#">135</a>
2	Together with other registrars, make recounts of ballots.	<a href="#">54</a>	<a href="#">135</a>
2	Amend records in accordance with results of recounts.	<a href="#">54</a>	<a href="#">135</a>
2	Send to State Secretary copies of records of votes cast at state election, as amended by results of recounts.	<a href="#">54</a>	<a href="#">135</a>
2	Prepare and provide forms, ballots, envelopes, etc., incident to absent voting at town elections.	<a href="#">54</a>	<a href="#">87</a> , <a href="#">103</a> <a href="#">A</a>
2	Mail ballots to absent voters.	<a href="#">54</a>	<a href="#">89</a> , <a href="#">103</a> <a href="#">G</a>
2	Certify applications for absent voting ballots.	<a href="#">54</a>	<a href="#">91</a> , <a href="#">103</a> <a href="#">G</a>
2	Place letters AV of SAV, as case may be, opposite names of duly registered absent voters on voting lists prepared for use at all state and town elections.	<a href="#">54</a>	<a href="#">91</a> , <a href="#">103</a> <a href="#">G</a>
2	Prepare forms, envelopes, ballots, etc. incident to absent voting by federal service personnel at town elections.	<a href="#">54</a>	<a href="#">103</a> <a href="#">O</a>
2	Make record of recount proceedings and of determination of questions raised.	<a href="#">54</a>	<a href="#">135</a>
2	Receive and file statements of political expenses incident to town primaries and elections.	<a href="#">55</a>	<a href="#">20</a>
1	Place on ballot for town elections, questions of placing town officers and employees under civil service.	<a href="#">31</a>	<a href="#">47</a> , <a href="#">47B</a> , <a href="#">48</a> , <a href="#">49A</a>
1	Receive and file list of officers, members and associate members of town political committees	<a href="#">52</a>	<a href="#">5</a>
1	Receive and file name and addresses for Chairman, Treasurer and three members of non-elected political committees organized for purpose of town elections.	<a href="#">55</a>	<a href="#">4</a>
1	Receive petitions for alcoholic beverage sales for vote at election	<a href="#">138</a>	<a href="#">11A</a>
0	Notify State Secretary of establishment, change or discontinuance of voting precincts.	<a href="#">54</a>	<a href="#">9</a>
0	Before town primaries and elections, send to candidates and treasurers of political committees forms for making statements of political expenses.	<a href="#">55</a>	<a href="#">22</a>
0	Examine statement of political expenses filed after town primaries and elections and notify those failing to file or whose statements do not conform to law.	<a href="#">55</a>	<a href="#">23</a>
0	Notify Attorney General of failure to file statement of political expenses or of failure of statements to conform to law.	<a href="#">55</a>	<a href="#">24</a>

## #2 – Town Meetings

Relevance to Hawley (0,1,2)	Job Role or Duty – Town Meetings	MGL Ref.	
		Ch.	Sec.
2	Check signatures on petitions requesting insertion of articles in warrants for town meetings.	<a href="#">39</a>	<a href="#">10</a>
2	May call town meeting if there are no Selectmen.	<a href="#">39</a>	<a href="#">11</a>
2	Preside at town meetings until Moderator is elected	<a href="#">39</a>	<a href="#">15</a>
2	Record actions taken, and results of votes, at town meetings.	<a href="#">39</a>	<a href="#">21</a>
2	Record all votes passed at town meetings.	<a href="#">41</a>	<a href="#">15</a>
1	Submit by-laws regulating traffic to State Department of Public Works for approval.	<a href="#">85</a>	<a href="#">2</a>
0	Record assignment by Fence Viewers of shares of cost of building and maintaining fence.	<a href="#">49</a>	<a href="#">6</a>

### #3 – Vital Statistics

Relevance to Hawley (0,1,2)	Job Role or Duty – Vital Statistics	MGL Ref.	
		Ch.	Sec.
2	In most towns, responsible for making decennial State census of inhabitants and voters and making return thereof to State Secretary.	<a href="#">9</a>	<a href="#">7</a>
2	Receive and file returns of births, marriages and record facts as required by law.	<a href="#">46</a>	<a href="#">1</a>
2	Receive or obtain and record facts relative to births of foundlings and abandoned children found within town limits.	<a href="#">46</a>	<a href="#">1A</a>
2	File and record certificate of birth of child born outside of Commonwealth and whose parent is domiciled in town.	<a href="#">46</a>	<a href="#">1B</a>
2	File and record certificate of death of resident of town who died outside of Commonwealth.	<a href="#">46</a>	<a href="#">1C</a>
2	Preserve returns of births, marriages and deaths and make indexes thereof.	<a href="#">46</a>	<a href="#">2</a>
2	Determine whether returns of births are filled out as required by law and return any found deficient or incomplete to Hospital Administrator for correction or completion.	<a href="#">46</a>	<a href="#">4A</a>
2	Make certified copy of birth of child of nonresident parents and send to Clerk of Town of parents' residence.	<a href="#">46</a>	<a href="#">12</a>
2	Receive, record and file copies of records of births of children occurring in other cities and towns in State and who parents are residents of Town.	<a href="#">46</a>	<a href="#">12</a>
2	Receive, record and file copies of records of deaths of residents of Town occurring in other cities and towns in State.	<a href="#">46</a>	<a href="#">12</a>
2	Make certified copy of record of death of non-resident and send to Clerk of Town of deceased's residence.	<a href="#">46</a>	<a href="#">12</a>
2	Determine sufficiency of affidavit and documentary evidence submitted for correcting record of birth, marriage, or death and, if satisfied, correct record and record affidavit in separate book.	<a href="#">46</a>	<a href="#">13</a>
2	Amend records of births to conform to certificates or decrees of birth, issue copies of amended records to adopting parents and record certificates or decrees in separate book.	<a href="#">46</a>	<a href="#">13</a>
2	Amend records of births of illegitimate children to conform to decrees of change of name and record decrees in separate book.	<a href="#">46</a>	<a href="#">13</a>
2	When record of birth or death is amended or corrected and parents or deceased were non-residents send copy of amended or corrected record to Clerk of Town where parents or deceased resided.	<a href="#">46</a>	<a href="#">13</a>
2	Determine sufficiency of affidavit and documentary evidence submitted to establish delayed record of birth and, if satisfied, or if Probate Court so orders, record birth.	<a href="#">46</a>	<a href="#">13A</a>
2	Prepare and send to State Secretary copies of records of all births, marriages and deaths, and of amendments or corrections thereof.	<a href="#">46</a>	<a href="#">17</a>
2	Furnish certified copies of records of births, marriages and deaths to persons requiring same.	<a href="#">46</a>	<a href="#">19</a>
2	Notify persons neglecting to comply with laws relating to returns of births, marriages and deaths, and, upon continuance of neglect, notify Town Counsel to bring suit to effect compliance.	<a href="#">46</a>	<a href="#">23</a>
2	Issue birth certificates needed by minors to obtain employment permits	<a href="#">149</a>	<a href="#">87</a>

Relevance to Hawley (0,1,2)	Job Role or Duty – Vital Statistics	MGL Ref.	
		Ch.	Sec.
2	Enter in margin of record of marriage reference to decree of annulment	<a href="#">207</a>	<a href="#">14</a>
1	Receive, record and file notice from Commanding Officer of vessel of birth or death occurring among persons under his charge.	<a href="#">46</a>	<a href="#">7</a>
1	Receive, record and file notice from Commanding Officer of airplane of birth occurring among persons under his charge.	<a href="#">46</a>	<a href="#">7A</a>



## #4 – Town Reports, Meeting Notices and Minutes

Relevance to Hawley (0,1,2)	Job Role or Duty – Town Reports, Meeting Notices and Minutes	MGL Ref.	
		Ch.	Sec.
2	Furnish explanatory statements relative to zoning by-laws or changes, with maps or plans, when same are submitted to Attorney General for approval.	[none cited]	
2	Notify State Secretary of actions by Town accepting State statutes.	<a href="#">4</a>	<a href="#">5</a>
2	Post notices of meetings of town boards and committees.	<a href="#">39</a>	<a href="#">23A</a>
2	Receive and file copy of rules of Board of Appeals.	<a href="#">40A</a>	<a href="#">16</a>
2	Receive and file copies of decisions, and records of proceedings, of Board of Appeals.	<a href="#">40A</a>	<a href="#">16</a>
2	Receive and file notices of filing bill in equity in Superior Court, with copy of bill, appealing decision of Board of Appeals	<a href="#">40A</a>	<a href="#">21</a>
2	Submit copy of each by-law adopted by town to Attorney General for approval, together with proof that all procedural requirements have been complied with.	<a href="#">40</a>	<a href="#">32</a>
2	Arrange for publication of town-by-laws.	<a href="#">40</a>	<a href="#">32</a>
2	Keep on file copies of rules and regulations made by all town boards and officers.	<a href="#">40</a>	<a href="#">33</a>
2	Send copy of annual town reports to State Library.	<a href="#">40</a>	<a href="#">51</a>
2	Receive and file resignations of town officers.	<a href="#">41</a>	<a href="#">109</a>
2	Transmit to State Secretary after annual town election a complete list of all town officers elected.	<a href="#">41</a>	<a href="#">15</a>
2	Report changes in town officers to State Secretary.	<a href="#">41</a>	<a href="#">15</a>
2	Send names of constables to Clerk of Courts and Sheriff.	<a href="#">41</a>	<a href="#">15</a>
2	Make and keep index of instruments required to be recorded	<a href="#">41</a>	<a href="#">15</a>
2	Certify orders or votes appropriating money to Assessors and to Town Accountant or Treasurer.	<a href="#">41</a>	<a href="#">15A</a>
2	Send to State Director of Accounts copies of all town reports.	<a href="#">41</a>	<a href="#">60</a>
2	Send to State Director of Accounts, Town Accountant's statement of amounts appropriated and expended during preceding year and of estimates of amounts required for current year.	<a href="#">41</a>	<a href="#">60</a>
2	Receive and file copy of proceedings of Board of Appeals under Subdivision Control Law	<a href="#">41</a>	<a href="#">81A</a>
2	Receive and file notice of appeal to Superior Court from decision of Board of Appeals or decision of Planning Board under Subdivision Control Law	<a href="#">41</a>	<a href="#">81B</a>
2	File with Registry of Deeds certificate of action by town adopting official map, and making changes therein or additions thereto.	<a href="#">41</a>	<a href="#">81N</a>
2	Receive and file notices of actions by Planning Board relative to approval of subdivision plans.	<a href="#">41</a>	<a href="#">81P</a>
2	Issue certificate of approval of subdivision plan when Planning Board fails to act.	<a href="#">41</a>	<a href="#">81P</a>
2	Receive and file copy of rules and regulations of Planning Board relative to subdivision control and certify copies thereof.	<a href="#">41</a>	<a href="#">81Q</a>
2	Receive and file notices of submission of preliminary subdivision plans to Planning Board	<a href="#">41</a>	<a href="#">81S</a>
2	Receive and file notices of actions by Planning Board with respect to preliminary subdivision plans.	<a href="#">41</a>	<a href="#">81S</a>

Relevance to Hawley (0,1,2)	Job Role or Duty – Town Reports, Meeting Notices and Minutes	MGL Ref.	
		Ch.	Sec.
2	Receive and file notices of submission of definitive subdivision plans of Planning Board	<a href="#">41</a>	<a href="#">81T</a>
2	File and record certificate of action by Planning Board relative to definitive subdivision plan	<a href="#">41</a>	<a href="#">81U</a>
2	Issue certificate of approval of subdivision plan when Planning Board fails to act.	<a href="#">41</a>	<a href="#">81V</a>
2	Receive and file Constable's bonds and note time of filing thereon	<a href="#">41</a>	<a href="#">92,</a> <a href="#">93</a>
2	Record description and designation of witness marks and monuments placed by County Commissioners to designate town boundaries.	<a href="#">42</a>	<a href="#">10</a>
2	Certify on face of town notes that they were signed, in presence of Town Clerk, by Treasurer and countersigned and approved by majority of Selectmen, and affix town seal thereon.	<a href="#">44</a>	<a href="#">24</a>
2	Send State Director of Accounts copies of all votes authorizing incurrence of indebtedness.	<a href="#">44</a>	<a href="#">28</a>
2	Publish State audit of town accounts, or summary thereof.	<a href="#">44</a>	<a href="#">40</a>
2	Notify State Commissioner of Public Safety of name of Police Chief one week after appointment. If no chief, then notify of all police, constables	<a href="#">147</a>	<a href="#">31</a>
1	Record Statement that by-law has taken effect when Attorney General fails to act seasonably.	<a href="#">40</a>	<a href="#">32</a>
1	Receive and file plans approved or modified by Board of Survey.	<a href="#">41</a>	<a href="#">74</a>
1	May act as custodian of plans and records of Planning Board.	<a href="#">41</a>	<a href="#">74</a>
1	Transmit to State DPU copy of vote of Town authorizing construction, etc., of muni light or gas plant.	<a href="#">164</a>	<a href="#">37</a>

## #5 – Public Notice Filings

Relevance to Hawley (0,1,2)	Job Role or Duty – Public Notice Filings	MGL Ref.	
		Ch.	Sec.
2	Receive notices of injuries or damages caused by defects in public ways.	<a href="#">84</a>	<a href="#">19</a>
2	Receive and file notices of appeals relating to changes of names of ways and parks.	<a href="#">85</a>	<a href="#">3</a>
2	File and index, as required by Uniform Commercial Code, financing statements, continuation statements, terminations statements, statements of assignments and statements of release of collateral.	<a href="#">106</a>	<a href="#">9-401</a> , <a href="#">9-403</a> , <a href="#">9-404</a> , <a href="#">9-405</a> , <a href="#">9-406</a>
2	Issue certificates showing whether financing statements are on file, and furnish copies of financing statements and of statements of assignment.	<a href="#">106</a>	<a href="#">9-407</a>
2	Note on copies of financing statements date and hour of filing.	<a href="#">106</a>	<a href="#">9-407</a>
2	File and index business certificates after same have been signed and sworn to in Clerk's presence by each person named therein. Also file and index statements of discontinuance and of change of location of business.	<a href="#">110</a>	<a href="#">5</a>
2	Receive and file description of name of bottles used for bottling beverages.	<a href="#">110</a>	<a href="#">17</a>
2	Receive and file description of name on cans used in sale of milk, etc.	<a href="#">110</a>	<a href="#">21</a>
2	Record deeds given by Board of Cemetery Commissioners conveying rights of burial in town cemeteries.	<a href="#">114</a>	<a href="#">24</a>
2	Record facts relating to deposits for preservation, care, improvement or embellishment of burial lots in town cemeteries.	<a href="#">114</a>	<a href="#">19</a> , <a href="#">20</a>
2	Record hunting, fishing and trapping licenses and pay money to State Division of Fisheries and Game monthly.	<a href="#">131</a>	<a href="#">18</a>
2	Record State Forest power line grant orders from State Department of Utilities.	<a href="#">132</a>	<a href="#">34A</a>
2	Deliver civil process orders from Select Board to authorized officer for service on owner(s) re: condemned structures	<a href="#">139</a>	<a href="#">1</a>
2	Receive, file copies of proposed building regulations and amendments	<a href="#">140</a>	<a href="#">3</a>
2	Receive, file regulations of State Board of Standards re: building inspection, construction, use.	<a href="#">143</a>	<a href="#">3J</a>
2	Receive, file regulations and amendments of State Board of Standards re: alternative building methods and materials.	<a href="#">143</a>	<a href="#">31</a>
2	Post bulletins received from State Dept. Commissioner of Labor and Industries.	<a href="#">149</a>	<a href="#">168</a>
2	Receive and file copy of State Board of Conciliation and Arbitration decision re: labor dispute.	<a href="#">150</a>	<a href="#">5</a>
2	Receive and file decision of Local Board of Conciliation and Arbitration and send copy to State Board.	<a href="#">150</a>	<a href="#">9</a>
2	File and record assignments of wages.	<a href="#">154</a>	<a href="#">2</a>
2	Receive and file copy of articles of amendment re: corporations, associations or trusts.	<a href="#">156</a>	<a href="#">46A</a>
2	Record orders of Select Board granting locations in public ways for electrical transmission.	<a href="#">166</a>	<a href="#">22</a>

Relevance to Hawley (0,1,2)	Job Role or Duty – Public Notice Filings	MGL Ref.	
		Ch.	Sec.
2	Record orders of State DPU granting locations for lines for electrical transmission; furnish certified copies.	<a href="#">166</a>	<a href="#">28</a>
2	File, index copies of assignments for benefit of creditors.	<a href="#">203</a>	<a href="#">41</a>
2	File, index notices of federal tax liens on personal property and certificates of discharge or release	<a href="#">255</a>	<a href="#">39B</a>
1	Receive and file information relative to solicitation of funds for charitable and benevolent purposes.	[none cited]	
1	Receive and file inventory and bond incident to "closing out" and similar sales.	<a href="#">93</a>	<a href="#">28A</a>
1	Receive and file description of name used by person engaged in business of renting towels, linen, etc.	<a href="#">110</a>	<a href="#">25A</a>
1	Record certificates of registration of chiropodists and send copy of record to State Board of Registration in Chiropody.	<a href="#">112</a>	<a href="#">2</a>
1	Record certificates of registration to practice medicine and send copy of record to State Board of Registration in Medicine.	<a href="#">112</a>	<a href="#">8</a>
1	Record certificates of registration to practice optometry and issue certified copies of such records	<a href="#">112</a>	<a href="#">70</a>
1	Record notice of revocation or suspension of certificate of registration of optometrist.	<a href="#">112</a>	<a href="#">71</a>
1	Record licenses to engage in practice of electrolysis.	<a href="#">112</a>	<a href="#">87H</a> <a href="#">HH</a>
1	Record alluvial plans.	<a href="#">131</a>	<a href="#">43</a>
1	Record pond measurements.	<a href="#">131</a>	<a href="#">46</a>
1	Receive, file specifications & plans for tenement buildings.	<a href="#">145</a>	<a href="#">50</a>
1	Receive, file & index annual notices of names of tenement owners.	<a href="#">145</a>	<a href="#">59</a>
1	Receive, file name and address of attorney for non-resident tenement owner; if no such filing exists, serve as owner's agent to who process may be served.	<a href="#">145</a>	<a href="#">60A</a> , <a href="#">60B</a>
0	File certificate of appointment of member of Housing Authority with State Department of Commerce and Development and state Secretary.	<a href="#">121</a>	26L [link not found]
0	File certificate of change in membership of Housing Authority with State Department of Commerce and Development and State Secretary.	<a href="#">121</a>	26L [link not found]
0	Record licenses for horse and dog racing meetings.	<a href="#">128A</a>	<a href="#">3</a>
0	Record licenses to plant, grow, dig and take shellfish.	<a href="#">130</a>	<a href="#">57</a>
0	Receive and file results of determination by State Department of Public Health relative to contamination of shellfish area.	<a href="#">130</a>	<a href="#">74</a>
0	Record orders of State DPU approving connection locations for gas mains; furnish certified copies.	<a href="#">164</a>	<a href="#">70A</a>
0	Receive and keep the copy of the jury list	<a href="#">234</a>	<a href="#">5</a>
0	Serve as custodian of the box in which names of persons on jury are kept.	<a href="#">234</a>	<a href="#">7</a>
0	Meet with Select Board to draw jurors	<a href="#">237</a>	<a href="#">19</a>

## #6 – Licenses and Permits

Relevance to Hawley (0,1,2)	Job Role or Duty – Licenses and Permits	MGL Ref.	
		Ch.	Sec.
2	Determine whether petition to maintain public market contains sufficient signatures and notify Selectmen; also notify Commissioner of Agriculture.	<a href="#">40</a>	<a href="#">10</a>
2	Sign and record auctioneers' licenses.	<a href="#">100</a>	<a href="#">2</a>
2	Issue hunting, fishing and trapping licenses.	<a href="#">131</a>	<a href="#">12</a>
2	Issue stamps authorizing hunting of deer by archery.	<a href="#">131</a>	<a href="#">13</a>
2	Receive, file bond for shooting gallery license	<a href="#">140</a>	<a href="#">137</a>
2	Issue dog licenses.	<a href="#">140</a>	<a href="#">137</a>
2	Issue certificate to dog purchaser from kennel re: dog license.	<a href="#">140</a>	<a href="#">137</a>
2	Issue kennel licenses.	<a href="#">140</a>	<a href="#">137A</a>
2	Record dog, kennel licenses and turn over fees monthly.	<a href="#">140</a>	<a href="#">147</a>
2	Make annual list of dog owners.	<a href="#">140</a>	<a href="#">150</a>
2	File, record name, certificate, etc., of breeding stallion	<a href="#">140</a>	<a href="#">176</a>
2	Sign, record junk dealers' licenses; record revocations, inform licensees.	<a href="#">140</a>	<a href="#">202</a> , <a href="#">205</a>
2	Sign, record junk collectors' licenses; record revocations, inform licensees	<a href="#">140</a>	<a href="#">202</a> , <a href="#">205</a>
2	Sign, record second-hand articles dealers' licenses; record revocations, inform licensees	<a href="#">140</a>	<a href="#">202</a> , <a href="#">205</a>
2	Sign, record licenses for carousels; record revocations, inform licensees.	<a href="#">140</a>	<a href="#">202</a> , <a href="#">205</a>
2	Sign, record licenses for inclined railways; record revocations, inform licensees.	<a href="#">140</a>	<a href="#">202</a> , <a href="#">205</a>
2	Sign, record licenses for Ferris wheels; record revocations, inform licensees.	<a href="#">140</a>	<a href="#">202</a> , <a href="#">205</a>
2	Sign, record licenses for exhibitions of outdoor fire-fighting; record revocations, inform licensees.	<a href="#">140</a>	<a href="#">202</a> , <a href="#">205</a>
2	Sign, record licenses for picnic groves; record revocations, inform licensees.	<a href="#">140</a>	<a href="#">202</a> , <a href="#">205</a>
2	Receive, file notice of building permit applicant of inspector's failure to act.	<a href="#">143</a>	<a href="#">3</a>
2	Record licenses for keeping, storing and selling of gasoline and other inflammables; receive and file cert's of annual reg. of such licenses.	<a href="#">148</a>	<a href="#">13</a> , <a href="#">14</a>
2	Receive notices of intention of marriage	<a href="#">207</a>	<a href="#">19</a>
2	Receive and file certificates of marriage of residents who marry outside the Commonwealth.	<a href="#">207</a>	<a href="#">36</a>
2	If marriage certificate is misfiled, clerk must require corrections and enforce lawful penalties.	<a href="#">207</a>	<a href="#">41</a>
2	Issue marriage certificates when satisfied intentions are true and there are no legal impediments.	<a href="#">207</a>	<a href="#">28</a> , <a href="#">35</a>
2	Receive, file certificate of non-resident of MA doing business in Town, statement appointing Town Clerk as agent for receipt of service of process.	<a href="#">227</a>	<a href="#">5A</a>
2	Post statutes relative to concealed weapons.	<a href="#">269</a>	<a href="#">11</a>
1	Sign, record bowling alley licenses; record revocations, inform licensees.	<a href="#">140</a>	<a href="#">202</a> , <a href="#">205</a>

Relevance to Hawley (0,1,2)	Job Role or Duty – Licenses and Permits	MGL Ref.	
		Ch.	Sec.
1	Sign, record licenses for roller skating rinks; record revocations, inform licensees.	<a href="#">140</a>	<a href="#">202, 205</a>
1	Receive and file blasting bonds	<a href="#">148</a>	<a href="#">19</a>
1	Receive and file bonds of manufacture, etc., of fireworks.	<a href="#">148</a>	<a href="#">40</a>
0	Sign, record licenses for steam, powerboats for hire	<a href="#">140</a>	<a href="#">192</a>
0	Sign, record billiard saloon licenses; record revocations, inform licensees.	<a href="#">140</a>	<a href="#">202, 205</a>
0	Sign, record licenses for pool or sipple rooms or tables; record revocations, inform licensees	<a href="#">140</a>	<a href="#">202, 205</a>
0	Sign, record pawnbrokers' licenses; record revocations, inform licensees.	<a href="#">140</a>	<a href="#">202, 205</a>
0	Receive, file authorizations of corporations to propagate alewives or herring.	<a href="#">158</a>	<a href="#">16</a>
0	Receive, file authorizations of corporations to propagate alewives or herring.	<a href="#">158</a>	<a href="#">16</a>
0	Receive, file notice of intention to claim right of action for materials furnished to railroad.	<a href="#">159</a>	<a href="#">98</a>
0	Receive, file statement of debt due for labor performed for railroad	<a href="#">159</a>	<a href="#">99</a>

## #7 – Information Source

Relevance to Hawley (0,1,2)	Job Role or Duty – Information Source	MGL Ref.	
		Ch.	Sec.
2	Custodian of all laws, books and reports received by Town from Commonwealth.	<a href="#">40</a>	<a href="#">48</a>
2	Administer oath of office to town officers and make record thereof.	<a href="#">41</a>	<a href="#">15</a>
2	Receive and file certificates of oaths of office made by town officers before justices of peace.	<a href="#">41</a>	<a href="#">15</a>
2	Custodian of accounts, records and papers deposited by Town Collector.	<a href="#">60</a>	<a href="#">10</a> , <a href="#">12</a>
2	Custodian of ancient and certain other public records and furnished certified copies thereof.	<a href="#">66</a>	<a href="#">7</a>
2	Make fair and legible copies of books that are worn, mutilated or becoming illegible and cause same to be repaired, rebound or renovated.	<a href="#">66</a>	<a href="#">9</a>
2	Record oath of each person having custody of public records that, upon expiration of term of office, he has delivered such records to successor.	<a href="#">66</a>	<a href="#">14</a>
2	Custodian of records of churches and similar organizations that have ceased to hold meetings for more than two years.	<a href="#">66</a>	<a href="#">17</a>
2	Record orders of State DPU granting locations for lines for electrical transmission; furnish certified copies.	<a href="#">166</a>	<a href="#">28</a>
2	Furnish certificates of existence of public ways.	<a href="#">233</a>	<a href="#">79F</a>
0	Receive, file financial reports of [municipal] gas, electric companies.	<a href="#">164</a>	<a href="#">84A</a>

## #8 – Miscellaneous

Relevance to Hawley (0,1,2)	Job Role or Duty – Miscellaneous	MGL Ref.	
		Ch.	Sec.
2	Keeper of town seal.	<a href="#">40</a>	<a href="#">47</a>
2	Furnish form of petition requesting adoption of Town Charter.	<a href="#">43B</a>	<a href="#">3</a>
2	Furnish blank forms for nomination of members of Charter Commission.	<a href="#">43B</a>	<a href="#">5</a>
2	Distribute copies of preliminary report of Charter Commission to voter requesting same.	<a href="#">43B</a>	<a href="#">9</a>
2	Prepare duplicate certificates setting forth any town charter adopted or revised, and any amendment thereto; send one to Secretary and record other in town records.	<a href="#">43B</a>	<a href="#">12</a>
2	Administer oath of office to elected officers.	<a href="#">54</a>	<a href="#">20</a>
2	In town having part-time Veterans' Agent, receive applications for veterans' benefits and assist applicants.	<a href="#">115</a>	<a href="#">3</a>
2	Deliver civil process orders to officer for service re: condemned structures	<a href="#">139</a>	<a href="#">1</a>
2	Receive and file statements for persons who are owed for labor performed in service of the Town	<a href="#">149</a>	<a href="#">28</a>
2	Receive and file claims for persons who are owed for labor and materials used in public works for the Town.	<a href="#">149</a>	<a href="#">29</a>
2	Receive, file certificates of performance of present & former special municipal employees for work done under Town contracts.	<a href="#">268</a> <a href="#">A</a>	<a href="#">18</a>
2	Receive, file statements of special municipal employees making disclosure of interest in Town contracts.	<a href="#">268</a> <a href="#">A</a>	<a href="#">20</a>
0	Send copy of charges incident to suspension or removal of member of Housing Authority to State Department of Commerce and Development.	<a href="#">121</a>	26M [link not found]