



### Wenham Town Department Profile: Town Clerk

**Department Name:** Town Clerk  
**Website:** [http://www.wenhamma.gov/departments/town\\_clerk.php](http://www.wenhamma.gov/departments/town_clerk.php)  
**Department Head:** Dianne K. Bucco  
**Number of employees (FTE):** 1.2  
**General functions:** Serve the residents with requests for certified certificates of birth, death and marriage, business certificates, pond passes and dog licenses; sole certifier of all town votes and decisions; keeper of the town records; chief election official; post meeting notices for all local boards/committees; notary public and justice of the peace.  
**Contact number:** 978-468-5520 x1  
**Annual budget:** \$75,756

Accounts for approx 7 hours/week of part-time paid admin support

#### Who are you (past work experience, years of municipal service, time in Wenham, etc) and what is your department (mission)?

*I have been a resident of Wenham since 1991. I am married to John and mother of Samantha, Bettina and Franklin. Over the years, I have been involved in many local organizations such as the Friends Groups of the Hamilton Wenham Regional Schools and Wenham Village Improvement Society. I was a K-12 certified foreign language teacher with a Master's degree in teaching since 1988 and an ACE gold-certified aerobics instructor for 20 years. In 1996, I opted to stay home with my children until 2009 at which time I accepted the job as the building use coordinator/athletic secretary at the Hamilton Wenham Regional School District. In 2014, I was elected in an uncontested write in campaign to be the Wenham Town Clerk for a three year term. My primary objectives in this position are to support the residents in any way possible, run fair elections and maintain the history of the town.*

#### What are some of the most common tasks you assist the public with daily?

*Every day is a new and different day in the clerk's office. Some common tasks are preparing certified copies of births, deaths or marriages, selling dog licenses, pond parking passes, business certificates, or my favorite - taking in a marriage intention. During the rest of the day I am working on finding the best ways to preserve our town records and keeping the voter registration database up to date in between responding to resident inquiries about anything and everything Wenham.*

#### What are some of the more rewarding elements of the work your department carries out?

*Just being the clerk is rewarding! I enjoy being in the office working for the residents and with the other town employees. I am proud of the progress we are making on the electronic databases of our vitals; births, marriages,*

deaths & burial records. I love to help a couple take out their marriage license prior to their special day. And election days are great fun albeit very busy, somewhat stressful and definitely long.

### **What are some common challenges?**

Trying to get many things done at one time can be difficult but always interesting. It is also challenging to develop a concrete understanding of all the rules, processes and procedures that are duties of the Clerk, [statutory](#) and otherwise. With the support of other clerks, our town administrator, and the state agencies themselves, I believe that I have been able to manage all these complexities as they arise.

### **In what ways do you work with other town departments daily?**

I am in contact with most of the departments frequently. Sometimes it is just to connect residents to the proper department and other times it is for informational purposes. Here in Wenham, we all try to do what we can to help each other and our residents as needed on a daily basis.

### **What are some achievements made by the department recently?**

1. I am very proud of "Clerk's Corner", my monthly article for the Hamilton Wenham Chronicle. It is a fun way to get tidbits of important information out to the residents.
2. I am enjoying maintaining the Wenham Town Clerk Facebook page in an effort to make timely information available to our residents.
3. I am pleased to have raised over \$100 for the Acord Food Pantry by accepting donations when called on to notarize documents.
4. Now that the electronic database of Wenham Deaths from 1852-present is completed, finding a death record has become a more efficient process.
5. I enjoy sending out letters to our local 18 year olds to inform them about their right to vote.
6. I am excited to see the voting booths that I have commissioned the Essex Agricultural & Technical School to build for the Town.
7. Recently I have worked with the Hamilton Wenham League of Women Voters on several very rewarding projects, [including the "Guide to Running for Office in Hamilton and Wenham" informational guide that was just released.](#)

### **What are your goals for the department over the next year?**

1. To run busy well attended elections smoothly.
2. To complete the electronic listings of burials and births from 1860.
3. To finalize a town-wide "Welcome to Wenham" packet.
4. To increase the modes of communication between the residents and Town Hall.

### **What's the best way for the public to give you feedback and to get the assistance they need from you?**

I hope the residents always feel free to contact me in person, by phone, email, or via Facebook. I love to hear any and all feedback.

#### **Timely reminders from the Clerk:**

The Presidential Primary is Tuesday March 1<sup>st</sup> and Wenham votes at Town Hall from 7am [to](#) -8pm. Residents must be registered to vote by February 10<sup>th</sup> to participate in this election. Absentee ballots are now available for this election. Contact the Clerk if this is something you need.

Nomination papers [for this year's election for Town Offices](#) are available and due back to the Clerk by February 18<sup>th</sup> with 20 signatures for any of the 15 available seats on the local ballot; Assessor, Cemetery (2), Board of Health, Board of Selectmen, Hamilton-Wenham Library Trustees, Hamilton-Wenham School Committee (4), Moderator, Planning Board, Tree Warden, Water Commission, Wenham Housing Authority.

Mark your calendars for the Wenham Town Meeting on Saturday April 2nd and the Town Election on Thursday April 7<sup>th</sup>.