

**FRANKLIN COUNTY  
TOWN GOVERNANCE  
2018**

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A Brief Guide



**LEAGUE OF WOMEN VOTERS<sup>®</sup>**  
**OF FRANKLIN COUNTY - MAL Unit**

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# Ashfield

**Town clerk available** Bridget Rodrigue Mon-Thu 9:00am-4:00pm  
413-628-4441 x5 townclerk@ashfield.org

**The Annual Town Meeting and Election of Officers:** First Saturday in May  
**Town Caucus:** A Tuesday, not later than the forty-second day preceding Town Elections

The Town of Ashfield's Citizen's Caucus is being held on Tuesday, March 14th. The purpose of the Caucus is to nominate candidates for each office to be filled at the Town Election on May 5th. For a candidate's name to appear on the ballot, the individual must either be nominated at Caucus or have filed nomination papers with the Town Clerk by 4:00 pm on April 2nd.

## **Positions Open 2018:**

Town Moderator

Tree Warden

Select Board

Board of Assessors

Finance Committee (2)

School Committee

Board of Health

Constable

Parks Commission

Sewer Commission

Planning Board

Library Trustee

# Bernardston

**Town clerk available** Paul Luther (413) 648-5408

[townclerk@townofbernardston.org](mailto:townclerk@townofbernardston.org)

Mon & Fri: Closed; Tues & Thurs: 8:30am-11:30am; Wed: 8:30am-11:30am  
and 6:00pm-8:00pm

**Annual Town Caucus:** Monday, March 5, 2018 7:00pm

**Annual Town Meeting:** TBD

**Annual Town Election:** First Monday in May. Monday, May 7, 2018

**Nomination Papers Available:** February 1

**Due**

**Signatures and guidelines:** 20-25 signatures. Must be town resident and registered voter.

**Non-elected appointments to boards/commissions:** Appointed by selectboard. Forms available at Town Hall.

**Positions Open 2018:**

Board of Assessors - 3 year term

Board of Health - 3 year term

Board of Selectmen - 3 year term

Constable - 3 year term

Cushman Library Trustee (4) - 3 year term

Recreation Committee - 3 year term

Moderator

Powers Institute Trustee (4) - 3 year term

# Buckland

**Town clerk available** Janice Purington Mon - Thurs 7:30am - 3:00pm  
(413) 625-6330 x 4 twnclerk@town.buckland.ma.us

**Annual Town Meeting:** First Wednesday after the first Monday in May  
**Annual Town Election:** First Monday in May

**Nomination Papers Available:** February 20, 2018

**Signatures and deadline:** 25 signatures. March 19

## **Positions Open 2018:**

Select Board

Board of Assessor

Board of Health

Buckland Library Trustee

Finance Committee (2)

Moderator

# Charlemont

**Town clerk available** Kathy Reynolds Mon-Thurs 8:00pm-2:30pm  
(413) 339-4335 Ext 7 town-clerk@charlemont-ma.us

**Annual Town Meeting:** May 22, 2018

**Annual Town Election:** May 22, 2018

**Nomination Papers Available:** Now

**Signatures and deadline:** 20 signatures. April 24

## **Positions Open 2018:**

Select Board - 3 year term

Board of Assessors - 3 year term

Hawlemont School Committee - 3 year term

Hawlemont School Committee - 1 year term

Mohawk School Committee - 3 year term

Planning Board - 5 year term

Planning Board - 4 year term

Parks and Recreation Commission - 5 year term

Constable - 3 year term

Board of Health - 3 year term

Tyler Memorial Library Trustee - 3 year term

Moderator - 1 year term

# Colrain

**Town clerk available** Robin Hartnett Mon-Thurs 11:00am-4:00pm  
(413) 624-7100 townclerk@colrain-ma.gov

**Annual Town Meeting:** May 8, 2018, 7:00pm at Colrain Central School  
**Annual Town Election:** May 7, 2018

**Nomination Papers Available, Signatures, and deadline:** The papers are due March 19.

## **Positions Open 2018:**

Select Board

Assessor

Constable

Griswold Library Trustee (2)

# Conway

**Town clerk available** Virginia A. Knowlton  
(413) 369-4235 x4      clerk@townofconway.com  
Tue/Thu/Fri 9:00am-12:00pm

**Annual Town Meeting:** Second Monday in May: May 14, 2018

**Last day to register to vote at meeting:** April 24, 2018

**Annual Town Election:** Thursday, May 17, 2018

THE 2018 ANNUAL Non-Partisan Town Caucus has been scheduled for Monday, 5 March, at 8:00 p.m. in the Town Hall. A quorum of 25 voters is necessary to open the caucus, the purpose of which is to nominate candidates to appear on the May Town Election ballot. Providing that they receive 8-percent of the total caucus vote, the two persons receiving the highest number of caucus votes for any office will be declared nominated for that office. Caucus Nominees must sign a Certificate of Nomination, indicating their acceptance of the candidacy before 5:00 p.m. Monday, 12 March 2018

Any nominee who fails to sign the Certificate of Nomination prior to the deadline will have to file nomination papers in order to appear on the ballot. Potential candidates not nominated by the caucus must contact the Town Clerk's Office after the Caucus for nomination papers. Signed nomination papers must be returned to the Clerk's office before 5:00 p.m. on 29 March 2018. Candidates for all offices must be residents and registered voters in the Town of Conway

## **Positions Open 2018:**

Selectperson

Assessor

Board of Health (2)

School Committee (2)

Planning Board (2)

Tree Warden

Moderator



# Deerfield

**Town clerk available** Barbara Hancock Mon-Fri 9:00am-4:00pm  
(413) 665-1400 Ext 102

**Last day to register to vote:** April 10, 2018

**Annual Town Meeting:** April 30, 2018

**Annual Town Election:** May 7, 2018

**Nomination Papers Available:** February 1, 2018

**Signatures and deadline:** March 19, 2018

## **Positions Open 2018:**

Selectperson

Assessor

Deerfield School Committee (2) 3 year terms

Frontier School Committee

Oliver Smith Fund

Planning Board (3) 3 year term

Tilton Library Trustee

# Erving

**Town clerk available** Richard Newton, Monday - Friday 9:00am-5:00pm  
413-422-2800 ext 106 r.newton@umassp.edu

**Annual Town Meeting:** May 2, 2018

**Annual Town Election:** May 7, 2018

**Nomination Papers Available:** Now

**Signatures and deadline:** 20 valid signatures, March 14, 2018

## **Positions Open 2018:**

Selectman - 3 year term

Assessor - 3 year term

Town Clerk - 3 year term

Library Trustee - 3 year term

Moderator - 1 year term

School Committee (2) - 3 year term

School Committee - 1 year term

School Committee - 2 year term

Tree Warden - 1 year term

Constable - 3 year term

Planning Board - 3 year term

Recreation Commission (2) - 3 year term

Board of Health - 3 year term

# Gill

**Town clerk available** Lynda Mayo (413) 863-8103 [townclerk@gillmass.org](mailto:townclerk@gillmass.org)  
Mon-Thurs 1:00pm-4:00pm, Mon 5:30pm-6:30pm

**Annual Town Meeting:** 1st Monday in May -- May 7, 2018  
**Annual Town Election:** May 21, 2018

**Nomination Papers Available:** Now

**Signatures and deadline:** 25 signatures. April 2, 5:00pm

## **Positions Open 2018:**

Selectboard, Sewer Commissioner

Assessor

Cemetery Commissioner

Moderator

Board of Health

Library Trustee

Tree Warden

Town Clerk

# Greenfield

**Town clerk available** Deborah Tuttle Mon-Fri 8:30am-5:00pm  
(413) 772-1555 Ext 6162

**Annual Town Meeting:** Town Council 3rd Wed 7:00pm GCTV

**Annual Town Election:** By Charter, Greenfield's Biennial Town Election is the first Tuesday after the first Monday in November, which would be November 5 this year. Greenfield elections are every two years.

**Nomination Papers Available:** Yet to be determined. Too early in the year. By May 1.

**Signatures and deadline:** Yet to be determined.

**Positions Open 2018:** Yet to be determined.

# Hawley

**Town clerk available** Wednesdays 9:00am-12:00pm or by appointment  
(413) 339-5518 info@townofhawley.com

**Annual Town Meeting:** May 14, 2018

**Annual Town Election:** May 7, 2018

**Last day to register to vote for Annual Town Election:** April 11, 2018

**Nomination Papers Available:** Now through March 26, 2018

**Signatures and deadline:** 25 signatures by March 26

## **Positions Open 2018:**

Selectboard/Board of Health (serves on both) - 3 year term

Board of Assessors - 3 year term

Hawlemont School Committee - 3 year term

MTRSD (2) - 3 year terms

Non parent member of School Committee - 3 year term

Moderator - 1 year term

Auditor - 1 year term

# Heath

**Town clerk available** Hilma Sumner, Tues/Thurs 9:00am-12:00pm  
(413) 337-4934, x6

**Annual Town Meeting:** May 11, 2018, 9:00am, Heath Elementary School

**Annual Town Election:** May 10, 2018, 12:00pm-7:00pm at the Heath Senior Center

**Nomination Papers Available:** Now through March 21, from Town Clerk either at Town Office or by arrangement at home.

**Signatures and deadline:** 27 signatures by March 23. Note: When soliciting signatures please keep in mind that State law prohibits candidates from enlisting the service of municipal employees in political election campaigns which includes soliciting signatures (G.L.ch.56:36) The one exception is an employee who is seeking an office and may solicit only for him- or herself. If you would like to run for an office, please take out papers. It makes the election workers' jobs much easier if they don't have to count lots of different write-in names because no one came forward to run for an office.

## **Positions Open 2018:**

Selectperson 3 year term

Moderator 3 year term

Assessor 3 year term

Finance Committee 3 year term

Planning Board 5 year term

Library Trustee 3 year term

School Committee 2 year term

Constable (2) 1 year term

Unaware of any appointed position/committee openings. Such openings are typically posted in the foyer of Town Hall and published in *The Recorder*.

# Leverett

**Town clerk available** Lisa Stratford Mon-Thurs 9:30am-1:30pm

(413) 548-9150, leave a message

[townclerk@leverett.ma.us](mailto:townclerk@leverett.ma.us)

Town Hall: 9 Montague Road, Leverett, MA 01054

**Annual Town Meeting:** April 28, 2018

**Annual Town Election:** April 28, 2018

**Nomination Papers Available:** There are no papers. Nominations and elections are taken on the floor of town meeting for all offices. Anyone in the town can be nominated and elected at town meeting, even if they are not present at the meeting.

Anyone who wants to run can submit a 'substantive statement' to the newsletter editor at [townclerk@leverett.ma.us](mailto:townclerk@leverett.ma.us), by March 1, 2018.

## **Positions Open 2018:**

Assessor - 1 three year term

Board of Health (2) - three year term

Board of Health - 2 year term

Board of Health - 1 year term

Library Trustee (2) - three year term

Planning Board - 5 year term

Constable - three year term

School Committee - 3 year term

School Committee - 2 year term

Finance Committee - three year term

Finance Committee - 1 vacancy (almost 3 years)

Select Board - 3 year term

*(descriptions of each position and meeting dates available in the February 2017 newsletter, available at Town Hall)*

# Leyden

**Town clerk available** Nicole M. Glabach (413) 774-4111, x3  
Town Hall, 16 West Leyden Road, Leyden

**Annual Town Meeting:** Saturday, May 19, 2018

**Annual Town Election:** Saturday, May 19, 2018

**Town Caucus:** Monday, March 12, 2018 at 7:00pm at Town Hall. Nomination papers must be signed by nominee within 72 hours after caucus

## **Positions Open 2018:**

Town Clerk - 3 year term

Moderator - 1 year term

Selectperson - 3 year term

Assessor - 3 year term

Tree Warden - 1 year term

Library Trustee - 3 year term

Planning Board - 5 year term

Board of Health - 3 year term (will need nomination for new member)

Constable - 3 year term



# Monroe

**Town clerk available**

**Annual Town Meeting:** A date in mid-June will be chosen after all town information is gathered.

**Annual Town Election:** May 7, 2018

**Nomination Papers Available:** Not necessary

**Signatures and deadline:** No deadlines

**Positions Open 2018:**

Select Board (3)

Select Board also serves as Planning Board, Board of Health, and Conservation Commission

Town Clerk

Accountant/Treasurer

Tax Collector

School Committee

# Montague

**Town clerk available** Deb Bourbeau (413) 863-3200, ext. 203  
Mon/ Tues /Thurs 9:00am-5:30pm  
Wed 9:00am-6:30pm

**Annual Town Meeting:** May 5, 2018

**Annual Town Election:** May 21, 2018, Turners Falls High School

**Nomination Papers Available:** Now till March 29, 2018

**Signatures:** 30 valid signatures for elected office; 10 from your precinct for Town meeting

**Deadline to file nomination papers:** April 2, 2018

## **Positions Open 2018:**

Selectperson - 3 year term

Moderator - 3 year term

Library Trustees (3) - 3 year term

Assessor - 3 year term

Board of Health - 3 year term

Parks & Recreation - 3 year term

Soldiers Memorial Trustee (2) - 3 year term: 1 Vet & 1 non Vet

Library Trustee (3) - 3 year term

Montague Housing Authority - 5 year term

# New Salem

**Town clerk available** Stacy Senflug Mon 6:00pm-9:00pm  
(978) 544-2731 newsalemsclerk@aol.com

**Annual Town Meeting:** TBD

**Annual Town Election:** May 7, 2018

**Nomination Papers Available:** Now till March 16

**Signatures and deadline:** 20 signatures. March 19

## **Positions Open 2018:**

Select Board - 3 year term

Board of Health - 3 year term

Assessor - 3 year term

Planning Board (2) - 5 year term

School Committee - 3 year term

Library Trustee - 3 year term

# Northfield

**Town clerk available** Dan Campbell (413) 498-2901 Ext 112

Mon 8:00am-4:00pm

Tue 8:00am-3:00pm & 5:00pm-8:00pm

Wed 8:00am-2:00pm

Thu 8:00am-4:00pm

**Annual Town Caucus:** March, 6, 2018, 6:30pm, Northfield Town Hall

**Annual Town Meeting: First Monday in May**

**Annual Town Election: First Tuesday in May:** May 8, 2018

**Nomination Papers Available:** (fill out Citizen Interest Form online

[[http://www.northfieldma.gov/sites/northfieldma/files/uploads/citizen\\_interest\\_0.pdf](http://www.northfieldma.gov/sites/northfieldma/files/uploads/citizen_interest_0.pdf)] or in Town Hall)

**Signatures and deadline:**

**Positions Open 2018:**

*(new terms begin in July)*

Board of Selectmen - 3 year term

Board of Assessors - 3 year term

Board of Health (2) - 3 year term

Board of Library Trustees (2) - 3 year term

Planning Board - 5 year term

Planning Board - 4 year term

Planning Board - 2 year term

Recreation Committee - 3 year term

Sewer Commissioner - 3 year term

Board of Trustees of Veterans Memorials (veteran) - 3 year term

*Many volunteer opportunities available and encouraged on Town Committees.*

*Download a Citizen's Interest Form and return to Town Secretary.*

# Orange

**Town clerk available** Nancy Blackmer (978) 544-1100 ext. 101

Office is open Mondays, Tuesdays, and Thursdays, 8:00am-4:30pm, closed for lunch from 12:30-1:00pm, and Wednesdays from 8:00am- 7:00pm, closed for lunch from 12:00-1:00pm.

**Annual Town Meeting:** 3rd Monday in June: June 18, 2018

**Annual Town Election:** March 5, 2018

**Nomination Papers Available:** May obtain papers up until January 11, must file a written statement of candidacy to get nomination papers.

**Signatures and deadline:** Submit papers by January 16, 26 signatures, must submit municipal campaign finance reports pre- election by February 27, post election by April 5.

## **Positions Open 2018:**

Select Board (2) - 3 year term

Select Board - 2 year term

Moderator - 1 year term

Board of Health - 3 year term

Elementary School Committee - 3 yr term

Elementary School Committee - 1 yr term

Regional School Committee (2) - 3 year term

Library Trustee (2) - 3 year term

Water Commissioner - 3 year term

Cemetery Commissioner - 3 year term

Trustee of Soldiers' Memorials (2) (1 veteran, 1 non-veteran) - 3 year term

Housing Authority - 4 year term

# Rowe

**Town clerk available** Jenn Morse Wednesdays from 4:30-7:00pm  
and Saturdays from 9:00am-1:00pm.  
rowetownclerk@rowe-ma.gov (413) 339-4945

**Annual Town Meeting:** Second Monday in May: May 14, 2018

**Annual Town Election:** First Saturday following Annual Town Meeting:  
Saturday, May 19, 2018, 8:00am-3:00pm

**Nomination Papers Available:** Now till March 26

**Signatures and deadline:** 10% or 28 signatures registered voters, March 30

**Last day to object or withdraw:** Monday, April 16, 2018

**Last day to register to vote:** Tuesday, April 24, 2018

## **Positions Open 2018:**

Board of Assessors - 2 year term

Board of Assessors - 3 year term

Board of Health - 3 year term

Board of Selectmen - 3 year term

Park Commission - 3 year term

Cemetery Commission - 3 year term

Finance Committee (2) - 3 year term

Finance Committee - 2 year term

Planning Board - 5 year term

Library Trustee - 3 year term

School Committee - 3 year term

# Shelburne

**Town clerk available** Joe Judd

Mon & Tues 10:00am-5:00pm,

Thurs 10:00am-4:00pm

(413) 625-0300 [townclerk@townofshelburne.com](mailto:townclerk@townofshelburne.com)

**Annual Town Meeting:** First Tuesday in May: May 2, 2018

**Annual Town Election:** Third Monday in May: May 14, 2018

**Nomination Papers Available:** Now

**Signatures and deadline:** 25 signatures. March 26

## **Positions Open 2018:**

Select Board - 3 year term

Assessor - 3 year term

Town Clerk - 1 year term

Moderator - 1 year term

Tree Warden - 1 year term

Shelburne Free Library Trustee (2) - 3 year term

Recreation Committee - 5 year term

Planning Board - 5 year term

Housing Authority - 5 year term

# Shutesbury

**Town clerk available** Susie Mosher (413) 259-1204

[townclerk@shutesbury.org](mailto:townclerk@shutesbury.org)

Monday afternoons 3:30pm-6:00pm

Tuesday - Friday mornings, 8:30am-10:30am

Thursday evenings 6:00pm-8:00pm, and by appointment

**Annual Town Meeting:** May 5, 2018

**Annual Town Election:** May 5, 2018

**Nomination Papers Available:** February 1

**Signatures and deadline:** 20 signatures. March 19

## **Positions Open 2018:**

Board of Health (2) - 3 year term

Board of Library Trustee (2) - 3 year term

School Committee (2) - 3 year term

Cemetery Commissioner - 3 year term

Planning Board - 3 year term

Planning Board - 2 year term

Select Board - 3 year term

Select Board - 2 year term

Municipal Light Plant Board (2) - 3 year term

Municipal Light Plant Board (2) - 2 year term

Municipal Light Plant Board - 1 year term



# Sunderland

**Town clerk available** Wendy Houle (413) 665-1441 ext. 3

Mon 8:00am-6:00pm, Tues and Wed 8:00am-4:00pm, Thurs 8:00am-12:00pm

**Annual Town Meeting:** Last Friday of April: April 27, 2018

**Annual Town Election:** May 5, 2018

Sunderland has a Town Caucus for open elected seats. This year it will be on Monday, March 5. Nomination papers are available for those who are not Caucus Nominees and are due by Saturday, March 17.

## **Positions Open 2018:**

Assessor (1) - 3 year term

Board of Health (1) - 3 year term

Library Trustees (3) - 3 year term

Moderator (1) - 1 year term

Planning Board (1) - 5 year term

Riverside Cemetery Trustee (1) - 3 year term

Sunderland Elementary School Committee (2) - 3 year term

Selectman (1) - 3 year term

Frontier Regional School Committee (1) - 3 year term

# Warwick

**Town clerk available** Rosa Fratangelo (978) 544-3402  
Tues 12:00pm-2:30pm, Thurs 6:00pm-7:30pm, or by appointment

**Annual Town Meeting:** First Monday in May: May 7, 2018, 7:00pm  
**Annual Town Election:** May 21, 2018, 12:00-7:00pm

**Nomination Papers Available:** Now till March 30  
**Signatures and deadline:** 25-30 signatures. April 17

## **Positions Open 2018:**

Select Board Member - 3 year term  
Moderator - 3 year term  
Board of Health - 3 year term  
Cemetery Commissioner - 3 year term  
Constable - 3 year term  
Library Trustees (2) - 3 year term  
Transfer Station Commissioner - 3 year term  
Tree Warden - 3 year term

*The School Committee is up in November, so the guidelines for those positions have not been posted yet.*

# Wendell

**Town clerk available** Gretchen Smith Wednesdays 6:30pm-8:30pm  
(978) 544-3395, x102  
wendelltownclerk@gmail.com  
townclerk@wendellmass.us

**Annual Town Meeting:** Saturday, June 5, 2018

**Annual Town Election:** May 7, 2018, polls open 12:00pm-8:00pm

**Nomination Papers Available:** Now till March 9

**Signatures and deadline:** 20 signatures. Must be submitted to the Board of Registrars by 5:00pm Monday, March 19 and must be filed with the Town Clerk.

## **Positions Open 2018:**

There is one position on School Committee that is vacant.

Vacancies in appointments include Community Garden, Finance Committee, and Historical Commission.

# Whately

**Town clerk available** Lynn M. Sibley (413) 665-4400 ext.3

Monday 8:15am-7:00pm, Tues-Thurs 8:15am-4:00pm, Fri 9:00am-12:00pm

Town Office: 4 Sandy Lane

**Annual Town Meeting:** Tuesday April 24, 2018 (Last day to register to vote in Town Meeting is April 4)

**Annual Town Election:** Tuesday, June 12, 2018 (Last day to register to vote in Town Elections is May 23)

**Nomination Papers Available:** February 13, last day available April 20

**Signatures and deadline:** Filed with board of registrars by 5pm April 24

Filed with the Town Clerk by 5pm May 8

## **Positions Open 2018:**

Select Board - 3 year term

Assessor - 3 year term

Board of Health - 3 year term

School Committee - 3 year term

Library Trustee (2) - 3 year term

Cemetery Commissioner - 3 year term

Moderator - 1 year term

Elector Under the Will of Oliver Smith - 1 year term

Water Commissioner - 3 year term

# **League of Women Voters of Franklin County - Mal Unit**

The League of Women Voters of Franklin County – MAL Unit is a nonpartisan grassroots organization. We encourage the informed and active participation of citizens in government, work to increase understanding of major public policy issues, and influence public policy through education and advocacy.

The League works to provide objective information on critical public policy issues and conduct debates and forums to increase awareness of candidates seeking office.

We actively encourage a representative system of government that is accountable, efficient, responsive and supportive of citizen participation.

***The Franklin County Town Governance Guide* was compiled by members of the LWFVFC's Voter Services Committee:**

Ruth Odom, **Co-Chair**

Suzanne Patnaude, **Co-Chair**

Sherée Bloomberg, Marie Gauthier, Catherine Keppler, Pat Leuchtman, Marge Michalski, and Karen Pleasant

