



Town Clerk's Office
Town Hall Room 12
52 Main Street • Milford, MA 01757
Ph: (508) 634-2307 • Fax: (508) 634-2324
aneves@townofmilford.com
Amy E. Hennessy Neves, Town Clerk

What's Happening Now at the Town Clerk's Office:

Dog Licenses:

Dog licenses are issued at the Town Clerk's Office. Our licensing period runs from April 1st- June 30th each year. If you license your dog after June 30th, you will be charged an additional \$10.00 late fee.

If you have a new puppy/dog, please come and register the puppy/dog after it receives its rabies vaccination. Proof of spay/neutering will also be required for all new puppies/dogs if applicable. Those pet owners who are renewing their dog licenses from the previous year will only need to present us a spay/neutering certificate if the surgery for spay/neutering has been done after your registered your dog in 2018. We will also need a new/valid rabies certificate if yours has expired. If you are unsure, you can always call our office to verify what documentation may be needed.

Male/Female dogs are \$25.00 and Spayed/Neutered dogs are \$6.00. We **cannot** accept personal checks for payment, but we do accept cash, business check, money order, cashier's check, debit/credit cards (Note: Unibank charges a convenience fee to use the card \$2.50 or \$3.95 depending on which card you use). 2019 Dog licensing period ended June 30th. If you register any dogs after June 30th there will be an additional \$10.00 late fee added to your purchase.

April Town Election:

I wanted to say thank you to all that voted in the April Town Election. The importance of our Town Election sometimes is understated. If you were unsure of what some of our elected officials, do I have listed them below.

The Board of Selectmen do the appointing of members to our Town Boards and Committees, and also appoint the employees of the departments under their jurisdiction. They are the licensing board for the Town, they have fiduciary responsibility for Town finances, they sign warrants for the payment of all Town bills, and they issue the warrants for Annual Town Meeting and Special Town Meetings.

Park Commissioners oversee the maintenance of all school grounds, the parks, fields and playgrounds, the Louisa Lake recreational area, the Upper Charles Trail, and operation of the Fino Field Memorial Pool.

Board of Health Members are the ones who promote our municipal and state regulations that protect the health and safety of the residents of Milford. A portion of this includes overseeing

the trash and recycling, mosquito spraying and Mass Occupancy programs for the Town of Milford, and the inspections of all food establishments in the Town of Milford.

The Highway Surveyor oversees the maintenance the streets and sidewalks, including the sweeping, plowing, sanding, installing and maintaining the drainage, repair and resurfacing of the roads. Cutting brush along roadsides and the leaf pick up program.

The Town Clerk stores and maintains all birth, death and marriage records for the Town of Milford. We also issue dog licenses, DBA's and fuel storage certificates. Voter and Annual Census information is also stored and maintained in the Town Clerk's Office. The Town Clerk is also the one who takes the minutes for all Town Meetings and prepares and oversees all State and Town Elections.

The Tree Warden oversees all care and control of all public shade trees except those within a state highway and those in public parks or open places under the jurisdiction of the Park Commissioners.

School Committee Members are the ones who oversee the school policies and procedures and the school budget.

The Board of Assessors are responsible for determining the full and fair cash value of all real and personal property in the Town of Milford and overseeing the issuance of all property tax and motor vehicle excise tax bills, participation during the classification hearing, processing abatements and exemptions.

Town Meeting Members are elected by voters within their own Precincts. They attend both the Annual Town Meeting and the Special Town Meeting and vote on all budget items and any proposed bylaws or bylaw amendments.

Future Town Meetings:

The Annual Town Meeting is Monday, May 20th. If there are still openings in your Precinct and you wish to become a Town Meeting Member, you are required to be a registered voter in Milford and you would have to pull nomination papers at least 28 days in advance of a scheduled Town Meeting. You would be required to obtain at least 30 valid signatures of registered voters within your precinct; we recommend getting extra signatures in the event that we cannot read someone's signature or they are in a different Precinct. Signatures would then be verified by the Board of Registrars and if they find you have a sufficient number of signatures a notice of special election would be mailed to your Precinct Members that a Special election will be held at Town Meeting. You would then go to Town Meeting to see if they elect you in and if so, you would be sworn in and then stay for the duration of Town Meeting. Your other option would be

to obtain nomination papers in January to run for Town Meeting and be placed on the ballot in April.

Our Website:

Our website information is below.

<https://www.milfordma.gov/> (Main page)

<https://www.milfordma.gov/town-clerk> (Town Clerk's page)

NOTARY SERVICE AVAILABLE:

There is a Notary Public in the Town Clerk's Office.

It is always best to call to make sure they are available before you arrive.

Please do not sign any documents that need to be witnessed by the Notary before coming to the office, for they will not notarize any pre-signed documents.

All documents need to be in the English language.

If the document requires witnesses to be present when you sign, you will be required to provide at least (1) witness.

There is no charge for documents notarized in our office.

RAVE (Smart 911) Messages (Town of Milford "Robo" calls):

If you wish to have your phone numbers or email addresses registered to receive important notices about upcoming Town Elections, Voter Registration Deadlines, Dog licensing, etc., you can go to www.milfordpolice.org or milfordpublicsafety.com and add your information. If you are currently receiving notices and you no longer live in Milford, please contact the Police Department at (508) 473-1113 to have your information removed.