

Diane B. Packer, CMMC Town Clerk

April 2014: Received designation of Certified Massachusetts Municipal Clerk (CMMC)

Education

Masters in Business Administration (MBA), New York University

B.A., Brandeis University

Accomplishments as Town Clerk

- Awarded Certification (CMMC) as a Certified Massachusetts Municipal Clerk in 2014
- Chief Election Officer
 - Served as Chief Election Officer for over 20 elections since 2010
 - Successfully managed early voting during the 2016 and 2018 State Elections
 - Purchased and trained staff to use Poll Pads during Early Voting
 - Implemented new election laws passed in 2015 and 2016 including early voting and pre-registration
 - Received funding to purchase Poll Pads when they are certified for use during all elections
 - Train, recruit and manage all poll workers (over 75 part-time employees) including high school students
 - Conducted various information sessions on voting and voter registration sessions (including at Natick Days and at Natick High School)
 - Purchased new voting machines in 2012 and trained all poll workers
 - Acquired new voting booths
 - Use various methods including web pages, social media and reverse 911 calls to provide information on elections
 - Supervise mailing of the Annual Town Census and confirmation cards as required under MGL
 - Comply with the provisions of the overseas voting act (UOCAVA)
 - Beginning the process for the 2020 census which will likely result in precinct redistricting
 - Participated as a member of the 2010 Redistricting Committee.
 - Continue to improve and update the forms and guidelines used by the election workers on Election Day
- Appointed Primary Records Officer for the Town of Natick in 2017
 - Created a web page for improved information regarding the new Public Records law
 - Purchased new software to track public records requests. Training will be in April 2019
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- Improved/enhanced the Town Clerk's web page
 - Enhanced information on Election Web page including a Q&A, election results and information on upcoming elections
 - Post all Town Meeting minutes and votes
 - Post all DBA's
- Vice Chair, Massachusetts Town Clerk Association; Legislative Committee (2014-2016)

- Member of the Executive Board, Massachusetts Town Clerk Association (appointed in 2016)
 - Appointed as alternate to the State Election Task Force
- Working with appropriate personnel in the early stages of planning for the 2020 census
- Updated By-laws completed and available on the website
- Implemented a new dog licensing program for the 2019 license period with a seamless transition

Captial and other office projects

- Requested and received funding for Poll Pads for voter check in
- Completed the renovation of the vault in the Town Clerk's office. Renovation resulted in an increase in usable space (at least double) and greatly improved access to all records, especially Planning and Zoning records
- Implemented and use new State wide electronic technology (EDRS and VIP) for birth and death records
- Requested and received approval from Town Meeting for funding to continue the restoration of the Town's official records
 - ◆ This is a multi-year project and worked with the Procurement officer and the Morse Institute Library archivist to develop guidelines for the projects
- Created electronic databases for Business Certificates
- Completed an electronic database for Zoning Board of Appeals and Planning Board applications and decisions
- Implemented a new filing system using map and lot numbers as identifiers for all of these documents
- Created and maintain a database for DBA certificates.

Miscellaneous

- Sworn in as a Commissioner to Qualify Public Officers
- Sworn in as a Justice of the Peace and Notary Public
- Attend Massachusetts Town Clerk's Association educational meetings
- Proposed and received approval from Town Meeting for a Charter change to address the manner in which vacant Town Meeting positions are filled