

## Melissa Noe

---

**From:** Linda Thorpe <[linda.thorpe@montereyclerk.com](mailto:linda.thorpe@montereyclerk.com)>  
**Sent:** Monday, August 19, 2013 8:27 AM  
**To:** [montereyclerk@verizon.net](mailto:montereyclerk@verizon.net);  
**Cc:**  
**Subject:** Re: Monterey Town Records and Software

Emily,

The Town has never owned any software for any type of forms. The former Clerk, Barbara Swann, personally purchased a program for her private business from OmniForms. She was able to adapt it for marriage licenses. When a new one was entered it automatically deleted the previous one, so there was no permanent record saved to the computer. This was installed on the previous Town computer which crashed (blue screen) very early on in my term. I considered purchasing the program for the Town but could not justify the cost for such little use. From that time forward I used my own personal typewriter.

As for dog licenses, they were done on Microsoft Access by my predecessor, and I used Microsoft Excel. I believe that Debbie, the Clerk who followed me also used Excel. And Emily, if you remember, you did not care for her program and I suggested you should create your own since I would only be there for the month that I was covering until the election.

I have no original files at home. I kept hard copies of some things because of security issues in the office and I was concerned over missing documents, as well as you seem to be. I will, when I have the time, copy the 2011 and 2012 files as we discussed. I have no idea of what 2010 documents you are referring to. This may well be the time to reconsider a vault. The present system of an unsecured storage room does not seem to be working.

Linda

**From:** Emily Johnson <[montereyclerk@verizon.net](mailto:montereyclerk@verizon.net)>

**Sent:** Monday, August 12, 2013 11:51 AM  
**Subject:** Monterey Town Records and Software

Linda and Barbara,

Once again, the Select Board has asked me to contact you in reference to the OmniForm software that has been used to print marriage licenses at your homes. Please return to the Town Hall the software and any saved files on your computer that pertain to the Town records.

Linda,

In sorting through election files it has come to my attention that I have absolutely nothing for 2011 other than the copies for the Town Meeting book. It also appears that there are Vital Records missing for 2010.

The Attorney General's office is requiring that I submit the Constables notice of posting of the Warrant for the Annual Town Meeting on May 7, 2011. I do not have a copy of this and need it by Friday, August 16, 2013 in order to complete the submission of bylaw changes.

Please return all of the records that you still have in your possession so that I can continue to organize and secure them for the Town.

Thank you for your prompt attention to this matter.  
Emily

Emily Johnson  
Town Clerk  
Town of Monterey  
435 Main Rd.  
PO Box 277  
Monterey, MA 01245  
413-528-1443 ext. 113