

**Town Clerk's Department
FY 2027 Budget Narrative
Submitted by Town Clerk Anthony P. Blasi**

Cost Center 11700

Mission

The mission of the Town Clerk's Department is to serve as the keeper of the Town's records. It is one of the oldest positions in municipal government history, dating back to New England's founding. Since that time the Clerk's office has matured into a position that oversees elections, takes minutes at Town Council and annual Town meetings, and issues licenses, permits, and vital records to Town residents.

Services Provided

The Town Clerk's office has the following duties: issuance of vital records (birth, marriage, death, disposition of human remains); issuance of business licenses and permits; sale of dog and hunting and fishing licenses; sale of concealed weapons permits; administration of voter registration, and oaths to Town officials; running of State and Municipal elections, records minutes at annual Town meetings and bi-weekly council meetings; preserves State (ballots and election materials) and municipal records per guidance of the State archives; performs notary and dedimus justice services;

Assists the tax department in tax collection; and performing motor vehicle, boat, and snowmobile registrations.

Staff

The Town Clerk's Office has three full-time staff members with several residents employed as part-time election helpers throughout the year.



Town Clerk: Anthony Blasi, Town Clerk, BA, CCM.

The Town Clerk is responsible for the administrative side of the office. This includes managing the budget, compiling monthly and yearly reports, tracking progress and signing off on business licenses and permits.

Deputy Clerk: Judith Vance, Deputy Town Clerk, LCCM.

This Deputy Clerk has traditionally included the duties of Registrar of Voters, as well as being responsible for mailing business license reminders, ordering certified paper for vital records, preparing materials for meetings and elections, and maintaining office supplies. Daily this position assists in the sale of dog licenses, hunting and fishing licenses, issuing vital records and marriage licenses, performs notary services, and assists the tax department with motor vehicle registration and tax collection. In addition, Mrs. Vance is a Dedimus Justice who can swear in notaries and other officials, and she assists with Windham Neighbors Helping Neighbors.

Deputy Clerk: Heather Legere, Deputy Town Clerk.

This Deputy Clerk typically handles the dog program, processing and issuance of business licenses and marijuana licenses, preparing absentee ballot batches and reports during the election. Daily this position assists in the sale of dog licenses, hunting and fishing licenses, issuing vital records and marriage licenses, performs notary services assists the tax department with motor vehicle registration and tax collection.

Part-Time Helpers: During busy election times, the Clerk's Office will often employ a resident or two to help with filling ballot envelopes, alphabetizing file folders and batches of returned ballots, and preparing ballots for mailing. During the absentee voting period before an election this work never ends, and having this kind of help is vital to the success of the office in maintaining safe and smooth elections.

Equipment & Assets

Office equipment such as computers, monitors, barcode scanners, printers/scanners, binders, baskets, desks, office chairs, stationery, seals, and stamps. Archival town books, records, maps, ledgers, and documents. Election voting booths, sign stands, and secure boxes. Databases include the Maine Central Voter Registration system (CVR), Maine Online Sportsman's Electronic System (MOSES), PetPoint, and the Database Application for Vital Events (DAVE) system.

Budget Commentary

Last year's non-staff budget for the Clerk's Department was \$56,814. We ended up using roughly 96% of that. It is my wish this amount remains the same except for an increase of \$1500 to the election worker fund. This change is to reflect an increase to the State minimum wage and our increased use of election workers through the month prior to the election. This increase is less than 3.1% of the total of our non-salary funds from last year, as in our Town budget goals.

Our biggest line item of \$15,500 (up from last year's \$14,000) is budgeted for our Election Workers. This accounts for in-office help during elections, workers to administer absentee voting in the Town Hall Gym during large elections (including the Gubernatorial Election coming this Fall), staff to complete early processing of absentee ballots, the workers for election day itself, and occasionally recounts. Roughly 43% of Windham's voters voted via absentee in the last election; this effectively creates a month-long election for the clerk's office. Much of what we do has to be conducted during our open hours, leading to us relying on our wonderful election workers.

The rest of our budget is spent on overtime (also greatly used in elections), general supplies, publications, postage, trainings, printing, office equipment, and professional memberships.

A note on Phones and faxes: According to IT Director Brett Burwell's estimate of \$44.00 per month for the desk phones and \$37.00 per month for the Department Cell Phone, that will make a total of \$972.00 per month. This is still less than we would be normally spending, as I have decided to do away with the Town Clerk's fax line, which would cost \$87.00 a month if kept. The Clerk's department had been paying 100% of that. Mr. Burwell tells me that our new service should be able to provide wireless faxes for us, and for some time the Clerk's department has not had to fax anything. Faxes are used by Tax Collection/Motor Vehicle, and I have advised them of my decision to see if they wanted to take over the line.

Town of Windham

NEXT YEAR / CURRENT YEAR BUDGET DETAIL - EXPENDITURES

ACCOUNTS FOR PROJECTION 20271 TOWN OF WINDHAM - FY 27 OPERATING BUDGET									
		2025	2026	2026	2026	2027	PCT		
		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	MANAGER	CHANGE		
1000	GENERAL FUND								
11700	TOWN CLERK						GENERAL GOVERNMENT		
66	11700	41110	REG FT	221,467.18	230,078.00	230,078.00	181,203.42	210,896.00	-8.3%
		Annual salaries and wages for the Town Clerk and two full-time Deputy Town Clerks.		2.8% COLA				210,896.00	
				TM 2-23-26 +\$408 to bring COLA to 3.0%					
67	11700	41121	ELECTION	18,062.52	14,000.00	14,000.00	5,734.98	18,500.00	32.1%
		Pay for the Warden, Dep. Warden, Election Clerks and Registrars. This includes election days, early absentee processing, and in-office help in the month leading up to an election.		DEPT HEAD REQ FY26 INCREASE OF \$1500 PER THE ALLOWED 3.1% INCREASE OF BUDGET TOTAL. I WOULD LIKE IT TO GO TO THIS ITEM SINCE IT IS OUR MOST EXPENSIVE OUTSIDE PAYROLL. MAINE LAW SAYS THEY MUST BE PAID MINIMUM WAGE WHICH IS INCREASING. OUR COSTLIEST YEARS HAVE PRESIDENTIAL ELECTIONS; IN 2024 WE SPENT OVER \$18,000. I HAVE ALSO TAKEN \$3,000 FROM OTHER LINE ITEMS TO PUT TOWARDS THIS ONE.				18,500.00	
68	11700	41210	OT-REG	5,137.93	8,000.00	8,000.00	1,627.68	6,000.00	-25.0%
		Overtime compensation typically to cover election events.		DEPT HEAD REQ FY26 DECREASE BY \$2,00 TO TOWARDS OTHER LINE ITEMS.				6,000.00	
69	11700	43100	SUPP & MTL	3,111.94	3,000.00	3,000.00	886.92	3,000.00	0.0%
		This account is for all typical office supplies and materials.		DEPT HEAD REQ FY26 REMAINS THE SAME. FY 2025 SAW \$3,111.94 SPENT.				3,000.00	
70	11700	43610	BOOKS MAPS	0.00	2,500.00	2,500.00	0.00	1,000.00	-60.0%
		Restoration and binding of old birth, death, marriage books, and other town records. The goal is to restore one book a year. This line also pays for binding the yearly book of Town Council Minutes, and office manuals. I will only be doing the Minute's book from 2020 before 6/2020 as the other large book being done is coming out of the Capital acct.		DEPT. HEAD REQUESTS DECREASE OF \$1,500 TO MOVE TO OTHER LINE ITEMS. WE ARE CURRENTLY JUST WAITING TO PAY FOR THE 2024 COUNCIL MINUTES BINDING: TO MY KNOWLEDGE WE ARE CAUGHT UP WITH ARCHIVING OLD BOOKS FROM THE VAULT AT THIS TIME.				1,000.00	
71	11700	43710	POSTAGE	4,485.31	6,000.00	6,000.00	2,666.50	5,200.00	-13.3%
		Mailing absentee ballots, dog notices & dog licenses done on-line, birth & marriage letters, and voter registration notices. The postage to mail an absentee envelope will be at least .76 per envelope, possibly more depending on the number of ballots.		DEPT HEAD REQ FY26 REMAINS THE SAME.				5,200.00	

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		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	MANAGER	CHANGE
1000	GENERAL FUND						
11700	TOWN CLERK					GENERAL GOVERNMENT	
72	11700 44400 PROF SVCS	6,494.89	6,270.00	6,270.00	2,285.41	6,430.00	2.6%
	Programming memory sticks for elections, leasing extra voting machines, memory sticks, ballot bins when necessary, and programming for the 2 Express Voting machines for every election, and any other related election expenses.					6,430.00	
							DEPT HEAD REQ FY26 INCREASE BY \$160 TAKEN FROM OTHER REDUCED LINE ITEMS. THE MORE BALLOTS/MACHINES WE HAVE THE MORE MEMORY STICKS WE WILL NEED. PROGRAMMED.
73	11700 45330 EQ MT SVCS	0.00	900.00	900.00	0.00	1,000.00	11.1%
	Maintenance and support on typewriters and voting machines.					1,000.00	
							DEPT HEAD REQ FY26 INCREASE BY \$100, TAKING FROM OTHER REDUCED LINE ITEMS.
74	11700 46210 TEL-LAND	2,274.72	965.00	965.00	1,589.26	965.00	0.0%
	Telephone service in the office. Fairpoint Data Lines. Also, Department-Head Cell Phone.					965.00	
							BASED ON IT'S RECOMMENDATION FOR THE NEW CONTRACT AND THE CLERK'S DEPARTMENT NOT RENEWING THE FAX LINE.
75	11700 46310 ADVRTSNG	4,370.43	5,300.00	5,300.00	2,259.89	4,500.00	-15.1%
	Legal ads in the Portland Press Herald & non-legal ads/notices in the local Windham papers for Dog notices, Election notices, Town Meeting, etc.					4,500.00	
							DEPT HEAD REQ FY26 DECREASE BY \$800 TO ADD TO OTHER LINE ITEMS.
76	11700 46410 TRV EXP	2,771.43	2,500.00	2,500.00	2,371.93	3,000.00	20.0%
	Food for election workers, absentee voting mileage & meetings the Clerk & Deputies attend.					3,000.00	
							DEPT HEAD REQ FY26 REQUESTS OF \$500 TO ACCOUNT FOR INFLATION OF FOOD PRODUCTS, THE \$500.00 TO BE TAKEN FROM OTHER LINE ITEMS THAT HAD BEEN REDUCED.
77	11700 46510 PRINTING	6,773.86	6,000.00	6,000.00	2,946.12	7,000.00	16.7%
	Ballot costs range in price per ballot from .26 cents to .31 cents, depending if it is one-sided or two-sided, how many absentees you order that need to be folded.					7,000.00	
							This line is used for printing my Town/School ballots. I will match the number of ballots the State sends for the Presidential, and it is usually 100% of active, registered voters. This also supports all the 4x6 dog reminder cards, voter registration cards and business cards. Asking for an increase of \$1000 from other reduced line items in anticipation of printing costs for multiple ballots in November, 2026.
78	11700 46910 TRNG/CONF	475.00	1,200.00	1,200.00	632.50	800.00	-33.3%
	Annual attendance for the Clerk & Deputies attending the Elections Conf. for Title 21-A, Title 30-A, Clerk's Networking Day, classes on vital records, business licensing, & auto registration classes, MTCCA Annual Mtg. & New England Clerk's Conferences.					800.00	
							DEPT HEAD REQ FY26 DECREASE BY \$600 TO GO TOWARDS OTHER LINE ITEMS. SINCE TOWN CLERK LINDA MORRELL RETIRED WE WILL NOT LIKELY ATTEND OVERNIGHT CONVENTIONS AS MUCH.

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		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	MANAGER	CHANGE		
1000	GENERAL FUND								
11700	TOWN CLERK						GENERAL GOVERNMENT		
79	11700	46920	MMBR DUES	335.00	340.00	340.00	252.00	280.00	-17.6%
		Memberships to CCMCA, MTCCA & NEACTC for the Clerk & 3 Deputy Clerks. The dues increased for the CCMCA.		DEPT HEAD REQ FY26 REDUCE BY \$60.00 TO SEND MONEY TO OTHER LINE ITEMS. THE AMOUNT ASSIGNED SHOULD BE ENOUGH TO COVER OUR DUES FOR THIS YEAR, AS WE NO LONGER HAVE THE PART TIME POSITION.				280.00	
80	11700	47430	OTHR EQP	0.00	0.00	0.00	0.00	0.00	0.0%
							0.00	0.00	
TOTAL 11700 - TOWN CLERK				289,881.51	287,053.00	287,053.00	204,456.61	268,571.00	-6.4%