

# **TOWN of WINDHAM**

## **FY 2017-2018 MUNICIPAL BUDGET**

### **7510 - TOWN CLERK SERVICES**

#### **MISSION:**

The mission of the Town Clerk's Office is to accurately maintain town records including vital records, council records, and licenses, to conduct elections and voter registration processes with professionalism in accordance with Maine Law, the Town Charter and Municipal Ordinances, to provide for the safety of the general public through animal control regulations and licensing, and to provide information to both Town Officials and the general public in a friendly and competent manner.

#### **VISION:**

State statutes, the town's charter and ordinances govern Town Clerk's Office. The Clerk and staff strive to keep up on everything, to give the public the best and most accurate service possible, and treat everyone fairly and with respect, integrity, and professionalism.

#### **VALUES:**

We show compassion and courtesy to everyone, and knowledge is the first and foremost service where we specialize. We take responsibility very seriously and we hope the public gives us the same courtesy they receive.

#### **TOWN CLERK SERVICES:**

Voter Registration	Birth, Marriage & Death Records	Concealed Weapon Apps.	Auto Registrations
Supervise All Elections	Business Licenses	Notary/Dedimus Service	Boat/ATV/Snowmobiles
Issue Marriage Licenses	Dog Licenses	Hunting/Fishing Licenses	Tax Payments
Council Meetings/Minutes	Administer Oaths	Ethics Disclosure Filings	

#### **SUCCESS:**

Success is willing to learn, grow, and change with ever-changing job requirements; the Clerk's Office does that. Staff has cross-trained with Auto Registration/Tax Collection a few years ago when staff was reduced due to budget cuts. This has proven very effective in reducing wait times for citizens. At certain times of the week/ month/year, there are still lines but the office does its best to have the wait be no more than a few minutes. This office is responsible for so many different transactions it is most important to have staff keep abreast of all changes by learning new programs and attending classes.

#### **MEASUREMENT:**

The Clerk's Office keeps track of all types of business licenses that are renewed on a yearly basis in order to keep them current with the state laws and the town's ordinances.

Six different license reminders are mailed out to ninety-six business owners by mail, one month before their current license expires. They come in to process their application, pay their fee and then they go to Council for approval.

Many of the services provided in the Clerk's Office require monthly reporting with state agencies along with balancing to the penny on our reports. Once a week a quick check and balance is done on Inland Fisheries, Animal Welfare, Concealed Weapons and Vital Statistics accounts to make sure they match actual sales. These agencies send year-end reports showing that the accounts have balanced for the year.

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acct	description	FY 2016 actual	FY 2017 approved	FY 2017 ytd (12/31)	FY 2018 preliminary	FY 2018 manager	FY 2018 council
41010	Compensation	105,074	101,528	52,519	107,629	107,629	
41020	Overtime Compensation	-	1,200	2,835	-	-	
41030	Part-time Compensation	31,277	59,980	26,109	56,227	56,227	
42030	Professional Services	4,018	6,270	3,810	6,270	6,270	
42040	Print Services	3,919	5,000	3,954	4,000	4,000	
42050	Equipment Maintenance	1,754	900	-	900	900	
42060	Telephone	1,069	1,300	570	1,300	1,300	
42070	Advertising	3,330	3,300	2,383	3,300	3,300	
42080	Postage	1,494	2,000	1,834	1,100	1,100	
42090	Training/Conferences	170	750	-	750	750	
42100	Travel/Meals	1,571	2,440	301	2,200	2,200	
42110	Memberships	110	140	75	175	175	
43010	Supplies & Materials	2,599	3,000	1,507	3,000	3,000	
43030	Books, Maps & Publications	2,104	2,500	-	2,500	2,500	
		158,489	190,308	95,896	189,351	189,351	-

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#### **ACCOUNT DETAIL**

41010 Annual salaries and wages for positions as authorized:  
    Town Clerk (1.0 FTE)  
    Deputy Clerk (1.0 FTE)  
    Total current authorized positions (2.0 FTE)

41020 **This line should only be needed for the years there is a Presidential or Gubernatorial election.**

41030 Part-time Compensation  
    Deputy Clerk (0.6 FTE)  
    Deputy Clerk (0.6 FTE)

42030 Programming memory sticks for elections, leasing two (2) extra voting machines, memory sticks, ballot bins yearly and paying Police Officers to be inside the high school during June elections when school is in session and for crowd control on large November elections, i.e. Presidential and Gubernatorial and off-years for November elections when school is in session.

42040 Printing ballots, voter registration cards, business cards, and dog notices.

42050 Maintenance and support on typewriters and voting machines.

42060 Telephone service

42070 Legal ads in the Portland Press Herald and non-legal ads & notices in the local Windham papers.

42080 Mailing absentee ballots, dog notices, birth & marriage letters, and voter registration notices, etc.

42090 Annual attendance for the Clerk and one Deputy to attend the Elections Conference for Title 21-A. Also for the Clerk & Deputies to attend Title 30-A classes, Clerk's Networking Day, educational sessions on vital records so to stay current as the laws change and to keep our certifications up to date.

42100 Food for election workers, absentee voting mileage, and meetings the Clerk & Deputy Clerk attends.

42110 Memberships to CCMCA, MTCCA, & NEACTC for the Clerk and two Deputy Clerks.

43010 This account is for all typical office supplies.

43030 Restoration and binding of old birth, death, marriage books, and other town records, as well as fireproof storage of the records. The goal is to restore one to two books a year. This line also pays for binding the yearly book of Town Council Minutes, and buying any manuals that we need. There are several vital record books in the vault remaining to be restored, along with four very large town meeting books from the 1970's. The quoted price range to have those four books restored is \$1,631 to \$4,850 each; those figures depend on the size and condition of the books.

#### **MISSION GAPS:**

The room used to store election equipment is much too small and cannot fit all of the equipment. The ballot machines currently have to be stored in the Clerk's personal office, as they need to be stored under lock and key by the Town Clerk, and there is no other secure space available.

The fire proof, walk-in vault in the basement has surpassed its capacity. There is no more room in there to store anymore books or records of any kind. I have purchased several fireproof file drawers to hold the most recent birth, marriage and

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death records which are kept in the Clerk's Office. I had to purchase another fire proof cabinet this year.