

# TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2014-2015

## 7510 - TOWN CLERK SERVICES

acct	description	FY 2013 actual	FY 2014 approved	FY 2014 ytd (1/8)	FY 2015 preliminary	FY 2015 manager	FY 2015 council
41010	Compensation	94,040	92,757	44,585	95,558	99,792	
41030	Part-time Compensation	32,986	30,413	14,664	33,208	33,208	
42030	Professional Services	6,935	5,000	1,062	6,650	6,650	
42040	Print Services	7,078	4,000	1,264	4,000	4,000	
42050	Equipment Maintenance	264	900	55	900	900	
42060	Telephone	1,069	400	499	1,300	1,300	
42070	Advertising	5,088	3,300	1,589	3,300	3,300	
42080	Postage	920	850	707	1,100	1,100	
42090	Training/Conferences	400	750	680	750	750	
42100	Travel/Meals	2,099	2,200	879	2,200	2,200	
42110	Memberships	135	100	50	140	140	
43010	Supplies & Materials	3,459	3,000	1,470	3,000	3,000	
43030	Books, Maps & Publications	204	2,500	1,019	2,500	2,500	
		<u>154,678</u>	<u>146,170</u>	<u>68,523</u>	<u>154,606</u>	<u>158,840</u>	<u>-</u>

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### MISSION:

The Town Clerk's Office provides quality service and support to the public. We try to get people in and out as fast as possible while striving for accuracy in what we provide to them. Our office handles many services to the public and to the town.

### TOWN CLERK SERVICES:

Voter Registration	Birth, Marriage & Death Records	Hunting/Fishing Licenses	Concealed Weapon Apps.
Supervise all Elections	Business Licenses	Notary/Dedimus Service	Administer Oaths of Office
Issue Marriage Licenses	Dog Licenses	Council Minutes	Code of Ethics for Boards/Committees
Auto Registrations	Tax Payments	Boat/ATV/Snowmobiles	

### SUCCESS:

We keep track of all the many types of business licenses that need to be renewed on a yearly basis in order to keep them current with the state laws and the town's ordinances.

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.

### MEASUREMENT:

We send out seven different license reminders to ninety-seven business owners by mail, one month before their current license expires. They come in to process their application, pay their fee and then they are added to the Council agenda for approval.

Once a week I do a quick check and balance on my Inland Fisheries, Animal Welfare, Concealed Weapons and Vital Statistics accounts to make sure they match what we have done in actual sales. We receive year-end reports from these agencies showing our accounts have balanced for the year.

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Below is a chart of the last **Five** years showing the types of services we deal with daily:

	<u>Births</u>	<u>Marriage</u>	<u>Deaths</u>	<u>H/F</u>	<u>Dogs</u>	<u>Conc. Weapons</u>	<u>Passports Photos</u>
2009	149	115	110	1968	2081	182	829
2010	168	106	109	1708	2140	154	686
2011	185	92	103	1259	2109	181	480
2012	167	112	132	1173	2093	247	542
2013	196	130	120	1259	2058	345	631

### ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Town Clerk (1.0 FTE)

Deputy Clerk (0.8 FTE)

Total current authorized positions (1.8 FTE)

41030 Part-time Compensation

Deputy Clerk (0.6 FTE)

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Staff recommended increase to this account by \$8,000 for election and registrar of voter's wages. This amount is \$2,000 more than last year. Larger elections especially, i.e. Presidential & Gubernatorial elections generate lots of pre-election work, and I need to bring in election clerks to help.

- 42030 Programming memory sticks for elections, leasing two voting machines, 2 memory sticks and paying Police Officers to be at the high school during elections when school is in session. I am asking to increase this line by \$1,650.
- 42040 Printing ballots, voter registration cards, business cards, and dog notices.
- 42050 Maintenance and support on typewriters and our dog, hunting and vital record's Programs.
- 42060 Telephone service. I am asking to increase this line by \$900.00. Reason - the town entered into a 36-month phone contract with OTT on 8/28/12 for reduced service rates. Upon further research of the phone lines, it was determined that an extra four lines that belonged to the Clerk's office had been charged out monthly to a different department for quite some time. Adjustments were made to correctly charge out each department from that point forward. The Clerk's Office was notified of the extra monthly charges, but accidentally omitted the extra monies needed to add to the budget last year.
- 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. I am asking to increase this line by \$250 due to the rise in postage, the increase in absentee ballot requests and dog notices.
- 42090 Annual attendance for the Clerk and one Deputy to attend the Elections Conference for Title 21-A. The Clerk & Deputy Clerk also attends Title 30-A classes, Clerk's Networking Day, educational sessions on vital statistics 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.

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- 42110 Memberships to CCMCA, MTCCA, & NEACTC for the Clerk and one Deputy Clerk, and the annual Conservation Easement Registry fee. I am asking that this line be increased by \$40.
- 43010 This account is for all typical office supplies, and for the passport film.
- 43030 Restoration and binding of old birth, death, marriage books, and other town records, as well as fireproof storage of the records. I try 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. Several vital record books in the vault remain to be restored, along with four very large town meeting books from the 1970's. The quoted price range to have my books restored starts at \$1,631 to \$4,850, and that depends on the size and condition of the books.

### UNMET NEEDS:

We have outgrown the room we use to store all of our election equipment. It is a room off the gym; it is much too small and cannot fit all of our equipment. We have to store the ballot machines in my own office, as they need to be kept under lock and key by the Town Clerk.

The state provided the town with three ballot machines, and we found at the November election that they were much slower when processing the ballots and that makes the line very long. I would like to lease two extra machines so that we do not have lines snaking around the gym while people wait to deposit their ballots. I have put the additional funding into my professional line for the two machines.

A definite need in this department, as well as the Auto Registration/Tax Collection Department, is the need to have a dedicated person to answer the phones. I would estimate that 50% of the phone calls we receive come in when we are all at the counter waiting on people. A ringing phone is hard to ignore, and should not be ignored, but is it right to stop what we are doing for someone who took the time to come in and answer that call? We feel this is not fair to the person in front of us. If we had such a person, their schedule could be worked around so they were working during lunch. Lunchtime leaves us short staffed for a good two hours and that is one of our busiest times every day, not just certain

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times of the month or week. They could be trained to do back-office work so when the phone was not ringing they could keep busy.