

**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 keeps track of 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 perform 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.