Town Clerk

Kathleen Klinck
Town Clerk

The Town Clerk serves as the town's elected official who directs and administers the statutory, regulatory, and ordinance responsibilities specific to the recording and reporting of land records, vital statistics and other official documents, special and general elections, and issuing of various permits and licenses and the collection of related fees. The work involves attention to detail to maintain accurate records, answering customer inquiries, and managing the office.

Staffing

Position	Status	Budgeted Hours	Elected/Union/Non-Union
Town Clerk	Elected	n/a	Elected
Assistant Town Clerk	Hourly	35 hours per week	Union

Performance Measures

Description	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
Land Records	1811	2310	2639	1921	1921
Maps	120	42	51	35	32
Returned Absentee Ballots – totals	42	387	2502		
Election events held FY 2022-2023 Budget referendum 05/06/2023(790 votes cast – 11 by absentee) Primary Election 08/09/2022 (642 votes cast – 31 by absentee)					
Dog licenses	750	1008	844	673	1001
Marriage licenses issued	123	129	94	66	81
Vital Certificates Issued	603	711	683	492	530
Sporting licenses issued fee	254	309	321	264	620
Sporting licenses issued no fee	298	320	317	209	279
Notary services tracked	645	617	467	306	181
Veterans discharges filed	28	15	13	13	20
Liquor permits filed	12	10	8	10	18
Conveyance tax collected for State (pass through)	$533,868	$642,801	$631,563	$416,493	$308,391
Conveyance tax collected for town	$177,956	$214,267	$210,521	$138,831	$102,797
Revenue Collected through register	$350,169	$345,267	$499,316	$342,491	$292,394
CALENDAR YEAR	2023	2022	2021	2020	2019
Birth certificates filed	57	60	85	57	51
Marriage licenses filed	121	148	144	79	85
Death certificates filed	94	98	105	79	74

Fiscal Year 2023-2024 Major Service Level Accomplishments

- Election of a new town clerk, Kathleen Klink.
- While not reflected in revenue, the number of notary services that we provide is still very notable. This is a service provided free to residents that is very much in demand and very well received. The numbers noted are the percentage of notarial services actually performed, and they continue to increase.

Fiscal Year 2024-2025 Major Service Level Goals

- Continuation of certification classes for the newly elected Town Clerk.
- Expecting a busy real estate year which will support the increase in Conveyance Tax revenue
- Upcoming Primary and Presidential election in April 2025 and November 2025 respectfully. With new early voting.

Additional Budget Information

Salaries: Increase for non-union and clerical employees in accordance with the clerical contract. For the fiscal year 2025, the increase is 2.50%.

Expenditures by Expense Type

Name	Account ID	FY2022 Actual	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)	FY 23-24 Approved Budget vs. FY 24-25 Budget ($ Change)
Expense Objects							
Salaries & Wages							
REGULAR EMPLOYEES	10541470-51510	$46,475	$50,858	$52,220	$53,522	2.5%	$1,302
Assistant Town Clerk	*10541470-51510*	*$0*	*$0*	*$52,220*	*$53,522*	*2.5%*	*$53,522*
OVERTIME	10541470-51530	$2,810		$0	$0	0%	$0
ELECTED OFFICIALS	10541470-51580	$69,168	$68,272	$69,977	$71,727	2.5%	$1,750
Town Clerk	*10541470-51580*	*$0*	*$0*	*$69,977*	*$71,727*	*2.5%*	*$71,727*
OTHER WAGES	10541470-51590	$550	$550	$550	$550	0%	$0
Longevity Assistant Town Clerk	*10541470-51590*	*$0*	*$0*	*$550*	*$550*	*0%*	*$550*
Total Salaries & Wages:		**$119,002**	**$119,679**	**$122,747**	**$125,799**	**2.5%**	**$3,052**
Purchased Professional Services							
RECORDINGS	10541470-53600	$10,423	$12,712	$17,000	$15,000	-11.8%	-$2,000
Total Purchased Professional Services:		**$10,423**	**$12,712**	**$17,000**	**$15,000**	**-11.8%**	**-$2,000**
Purchased Other Services							
POSTAGE	10541470-55301	$949	$2,204	$3,000	$3,000	0%	$0
TELEPHONE/CELL PHONE	10541470-55305	$0	$505	$0	$0	0%	$0
ADVERTISING	10541470-55400	$135	$508	$150	$500	233.3%	$350
Total Purchased Other Services:		**$1,084**	**$3,217**	**$3,150**	**$3,500**	**11.1%**	**$350**
Supplies							

Name	Account ID	FY2022 Actual	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)	FY 23-24 Approved Budget vs. FY 24-25 Budget ($ Change)
SUPPLIES	10541470-56010	$2,296	$773	$1,300	$1,300	0%	$0
Total Supplies:		**$2,296**	**$773**	**$1,300**	**$1,300**	**0%**	**$0**
Miscellaneous							
DUES & FEES	10541470-58100	$175	$272	$300	$300	0%	$0
CONFERENCE	10541470-58110	$225		$750	$500	-33.3%	-$250
VITAL STATISTICS	10541470-58715	$5,346	$3,882	$1,500	$1,500	0%	$0
CT MARRIAGE LICENSE	10541470-58720	$0		$3,000	$3,000	0%	$0
SPECIAL PROGRAM	10541470-58820	$5,785	$4,721	$5,500	$5,500	0%	$0
OTHER ITEMS	10541470-58900	$130,380	$77,055	$75,000	$75,000	0%	$0
Total Miscellaneous:		**$141,911**	**$85,930**	**$86,050**	**$85,800**	**-0.3%**	**-$250**
Total Expense Objects:		**$274,716**	**$222,311**	**$230,247**	**$231,399**	**0.5%**	**$1,152**

Revenues by Source

Local Revenues:

Hunting and Fishing Licenses: Fees are collected for these licenses.
Town Clerk Fees: Fees collected for recordings, vital statistics, maps, copies, notary, and other miscellaneous income.
Conveyance Tax: A Conveyance Tax is collected when real estate is sold.

Name	Account ID	FY2022 Actual	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY 23-24 Approved Budget vs. FY 24-25Budgeted (% Change)	FY 23-24 Approved Budget vs. FY 24-25 Budget ($ Change)
Revenue Source							
Local Revenues							
DOG AND SPORTS LICENSING	10541-42241	$15,259	$15,588	$15,000	$15,000	0%	$0
TOWN CLERK FEES	10541-44020	$245,147	$149,905	$200,000	$160,000	-20%	-$40,000
CONVEYANCE TAX	10541-44030	$215,045	$177,956	$145,000	$185,000	27.6%	$40,000
Total Local Revenues:		**$475,451**	**$343,449**	**$360,000**	**$360,000**	**0%**	**$0**
Total Revenue Source:		**$475,451**	**$343,449**	**$360,000**	**$360,000**	**0%**	**$0**