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	2023-2024	2022-2023	2021-2022	2020-2021	2019-2020
Land Records	1631	1811	2310	2639	1921
Maps	56	120	42	51	35
Returned Absentee Ballots – totals	315	42	387	2502	
Election events held FY 2023-2024 Budget referendum 07/11/2023(1243 votes cast – 89 by absentee) Budget referendum 09/12/2023(1300 votes cast-34 by absentee) Municipal Election 11/07/2023 (3203 votes cast – 166 by absentee) Open space referendum 01/30/2024(951 votes cast-11 by absentee) Budget referendum 05/24/2024(739 votes cast-11 by absentee)					
Dog licenses	1861	750	1008	844	673
Marriage licenses issued	114	123	129	94	66
Vital Certificates Issued	654	603	711	683	492
Sporting licenses issued fee	266	254	309	321	264
Sporting licenses issued no fee	332	298	320	317	209
Notary services tracked	712	645	617	467	306
Veterans discharges filed	18	28	15	13	13
Liquor permits filed	10	12	10	8	10
Conveyance tax collected for State (pass through)	$482,788	$533,868	$642,801	$631,563	$416,493
Conveyance tax collected for town	$150,497	$177,956	$214,267	$210,521	$138,831
Revenue Collected through register	$307,901	$350,169	$345,267	$499,316	$342,491
CALENDAR YEAR	2024	2023	2022	2021	2020
Birth certificates filed	78	57	60	85	57
Marriage licenses filed	114	121	148	144	79
Death certificates filed	96	94	98	105	79

Fiscal Year 2024-2025 Major Service Level Accomplishments

- Election of a new town clerk, Kathleen Klinck.
- 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.
- During year 2024 a Presidential Election was held with the start of Early Voting. The Town Clerk was very involved in implementing this process with the Registrar of Voters and handling absentee ballots.

Fiscal Year 2025-2026 Major Service Level Goals

- Continuation of certification classes.
- Upcoming Municipal Election this year.
- Received a Historic Preservation Grant to convert over 3300 document images and scanning the microfilm for land records from previous years.This will make our records electronic for public use and on-line use. Our records will go back to the early 1970's.
- A new law passed regarding no excuse absentee ballots. This should be implemented this year and will increase the amount of ballots that the clerk's office issues.

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	FY2023 Actual	FY2024 Actual	FY2025 Budgeted	FY2026 Budgeted	FY2026 ($ Change)	FY2026 (% Change)
Expense Objects							
Salaries & Wages							
REGULAR EMPLOYEES	10541470-51510	$50,858	$52,955	$53,522	$54,864	$1,342	2.5%
Assistant Town Clerk	*10541470-51510*	*$0*	*$0*	*$53,522*	*$54,864*	*$1,342*	*2.5%*
ELECTED OFFICIALS	10541470-51580	$68,272	$69,977	$71,727	$73,520	$1,793	2.5%
Town Clerk	*10541470-51580*	*$0*	*$0*	*$71,727*	*$73,520*	*$1,793*	*2.5%*
OTHER WAGES (LONGEVITY)	10541470-51590	$550	$550	$550	$550	$0	0%
Longevity Assistant Town Clerk	*10541470-51590*	*$0*	*$0*	*$550*	*$550*	*$0*	*0%*
Total Salaries & Wages:		**$119,679**	**$123,482**	**$125,799**	**$128,934**	**$3,135**	**2.5%**
Purchased Professional Services							
RECORDINGS	10541470-53600	$12,712	$18,154	$15,000	$17,000	$2,000	13.3%
Total Purchased Professional Services:		**$12,712**	**$18,154**	**$15,000**	**$17,000**	**$2,000**	**13.3%**
Purchased Other Services							
POSTAGE	10541470-55301	$2,204	$1,897	$3,000	$3,000	$0	0%

Name	Account ID	FY2023 Actual	FY2024 Actual	FY2025 Budgeted	FY2026 Budgeted	FY2026 ($ Change)	FY2026 (% Change)
TELEPHONE/CELL PHONE	10541470-55305	$505	$500	$510	$560	$50	9.8%
ADVERTISING	10541470-55400	$508	$120	$500	$500	$0	0%
Total Purchased Other Services:		**$3,217**	**$2,517**	**$4,010**	**$4,060**	**$50**	**1.2%**
Supplies							
SUPPLIES	10541470-56010	$773	$2,462	$1,300	$1,800	$500	38.5%
Total Supplies:		**$773**	**$2,462**	**$1,300**	**$1,800**	**$500**	**38.5%**
Miscellaneous							
DUES AND FEES	10541470-58100	$272	$210	$300	$300	$0	0%
CONFERENCE	10541470-58110		$365	$500	$575	$75	15%
VITAL STATISTICS	10541470-58715	$3,882	$0	$1,500	$1,000	-$500	-33.3%
CT MARRIAGE LICENSE	10541470-58720		$3,876	$3,000	$4,000	$1,000	33.3%
SPECIAL PROGRAM	10541470-58820	$4,721	$4,523	$5,500	$5,500	$0	0%
PRESERVATION SURCHARGE (REVENUE OFFSET)	10541470-58900	$77,055	$71,287	$75,000	$75,000	$0	0%
Total Miscellaneous:		**$85,930**	**$80,261**	**$85,800**	**$86,375**	**$575**	**0.7%**
Total Expense Objects:		**$222,311**	**$226,876**	**$231,909**	**$238,169**	**$6,260**	**2.7%**

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	FY2023 Actual	FY2024 Actual	FY2025 Budgeted	FY2026 Budgeted	FY2026 Budgeted ($ Change)	FY2026 Budgeted (% Change)
Revenue Source							
Local Revenues							
DOG AND SPORTS LICENSING	10541-42241	$15,588	$15,782	$15,000	$15,000	$0	0%
TOWN CLERK FEES	10541-44020	$149,905	$155,721	$160,000	$160,000	$0	0%
CONVEYANCE TAX	10541-44030	$177,956	$150,496	$185,000	$185,000	$0	0%
Total Local Revenues:		**$343,449**	**$322,000**	**$360,000**	**$360,000**	**$0**	**0%**
Total Revenue Source:		**$343,449**	**$322,000**	**$360,000**	**$360,000**	**$0**	**0%**