Registrars of Voters



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Registrars of Voters

The Registrars of Voters are Election Administrators and are responsible for upholding Connecticut State Laws regarding the election and voter registration process, conducting all elections and referenda, training election workers, keeping voters informed through the news and the town's website, maintaining and programming voter machines and maintaining voter records. We are responsible for staying current on legislative changes regarding voting and voter registration. We are also required to take an 8-class certification course and pass a final exam to become Certified Registrars. There are currently about 6,980 active voters in East Haddam, which is an increase of about 17% (1200 voters) since 2015.
The Registrars are supposed to be paid at a rate of $25 per hour. This works out to 343 hours per year. The addition of 24 days plus the increased time spent setting up the Early Voting polling place, scheduling and training EV staff (a total of 255 hrs) of early voting in 2024 has increased our workload by 74%. This does not take into account the fact that we have been underpaid for years - even without the addition of Early Voting our responsibilities require 465 hours of work per year, not 343. The Registrar's job has changed a great deal over the last 8 years, with more and more work being required, extra training, certifications, and an increase in registered voters. We should be paid for the 720+ hours per year that we are required to work, and our salary should be at least $21,000 for each Registrar. Please keep in mind that we do not get insurance or other benefits. Right now we make less than $12/hour, less than minimum wage, which is $16.35 in CT.

Staffing

Position	Status	Budgeted Hours	Elected/Union/Non-Union
Registrars (2)	Elected	n/a	Elected
Deputy Registrars (2), Moderators, Election Workers	Hourly	1,400 to 2,200 per year, as needed	Non-Union

Fiscal Year 2025-2026 Major Service Level goals

July 1, 2025 - June 30, 2026

- To conduct referendums as needed - A Budget referendum in May 2026, and additional ones as needed until the budget passes. Also any other referendums. No early voting for referendums.
- To conduct a municipal primary, if needed, on 9/9/2025 with 6 days (56 hrs) of Early Voting (no same day voter registration for primaries).
- To conduct an election in November 2025 with 14 days (130 hrs) of Early Voting and Same Day Voter Registration. At least one Registrar is required to be present during all Early Voting hours, in addition to a moderator, and poll workers, a minimum of 4 people. We must also accommodate Curbside voting, which requires 2 poll workers of different parties. At the end of each day of Early Voting, we are required to reconcile who voted that day with the Voter Registration System that issues the ballots. Early voting ballots are stored in dated, sealed envelopes, with their daily reports, in a locked fireproof cabinet in the Registrars' office at the end of the day. They are transferred to the town clerks vault, checked in, and stored in a locked ballot box until being processed on Election Day.
- To supervise Absentee voting at Chestelm for the municipal election
- To process weekly voter registrations and address changes coming into the online DMV and voter registration systems. Register voters in person in the Registrar's Office, and conduct several special in person voter registration sessions in the Registrars office. Have a special voter registration session at Nathan Hale-Ray High School in the spring of 2026.
- Perform the annual canvass of voters in February, 2025
- Complete ERIC crosschecking of voter registrations to ensure accuracy of voter rolls and prevent duplication of registrations in other states.
- Facilitate ongoing training for moderators, assistant registrars, and poll workers.
- Prepare the annual budget, and the annual town report
- Write quarterly articles for *East Haddam Events Magazine*
- Respond to FOIA requests for Voter lists and "Who voted" information.
- Update Emergency Plan for Voting and Early voting as required by the Secretary of the State.
- Attend Spring and Fall multi-day ROVAC conferences, which include the required annual training hours for Registrars
- Attend monthly county ROVAC meetings in person and monthly Zoom meetings with the Secretary of the State to stay current on legislative changes and Secretary of State directives.
- To train all staff to use the new Total Vote Voter Registration system and the new DS300 Vote Tabulators.

Fiscal Year 2024-2025 Major Service Level Accomplishments & Goals

From July 1, 2024–June 30, 2025

- To conduct referendums as needed: Referendum on 11/19/2024, Budget referendum 5/6/2025, additional referendums until the budget passes. There is no Early Voting before referendums.
- Conducted a Republican Primary in August 2024 with 7 days (64 hrs) of Early Voting.
- Conducted a Presidential Election in November 2024 with Same Day Voter Registration
- Conducted 14 days (130 hrs) of Early Voting before the Presidential Election. At least one Registrar is required to be present during all Early Voting hours, in addition to a moderator and poll workers, a minimum of 4 people. We must also accommodate curbside voting, which requires a poll worker of each party to visit the curbside voter to check them in, provide a ballot, and bring the ballot back to the polls and put it in the ballot box. at the end of each Early Voting day we are required to reconcile who voted with the electronic voter registration system that issues the Early Voting ballots and to securely store all voted ballots in sealed envelopes marked with the date and the number of ballots for that day. A daily who voted report is included with the ballots and everything is stored in a locked, fire-proof cabinet at the end of the day and then transferred to the Town Clerk's vault the next day where they are checked in and stored in a locked ballot case. They are processed on Election Day and put through the vote tabulator.
- Supervised absentee voting at Chestelm for the Presidential election
- Process weekly voter registrations and address changes from the online voter registration and DMV systems. Register people in person in the Registrars office. Conduct several special in-person voter registration sessions. Conduct a voter registration session at the Nathan Hale-Ray High School.
- Respond to FOIA requests and provide voter lists and who voted information
- To train a new Deputy Registrar
- Facilitate ongoing training of Deputies, Assistant Registrars and poll workers.
- To perform the annual canvass of voters in February 2025
- To complete ERIC crosschecking (by state) of voter registrations to ensure accuracy of voter rolls and prevent duplicate registrations in other states.
- To prepare the annual budget and town report, write quarterly articles for the East Haddam Events magazine.
- To attend Spring and Fall multi-day ROVAC Conferences which include the required annual training hours for Registrars and Deputies.
- Attend monthly county ROVAC meetings in person and monthly Zoom meetings with the Secretary of State to stay current on legislative changes and Secretary of State directives.
- To update the Emergency Plan for Voting, including Early Voting, as required by the Secretary of the State.
- To implement and learn the new Total Vote Voter Registration system which will begin in June, 2025. Registrars and Deputies will attend training sessions in Hartford. Assistant Registrars (4) will need to be trained on the new system.
- To facilitate the exchange of the old vote tabulators and ballot boxes with the new DS300 Digital Vote Tabulators and ballot boxes in winter 2025.
- To reorganize our storage room to fit the 7 new vote tabulators and ballot boxes.
- To attend training classes on how to use and troubleshoot the new vote tabulators, and train moderators, assistant registrars, and poll workers on their operation.

Additional Budget Information FY 2025-2026

Early Voting has increased the Registrars workload by 74%, and we have also seen a large increase in the hours needed for Deputies and poll workers. We now have 20 extra days of Early Voting for a primary (6 days) and a municipal election (14 days) in 2025. This does not include the many extra hours we spend organizing and scheduling staff to cover the time.

We are getting new vote tabulators in early 2025, and this will increase the cost of maintenance, and require additional training on how to use and troubleshoot the machines. The state is paying for the machines, there is no purchase cost to the towns.

We are also getting a new online voter registration system which will require Registrars and deputies to be trained. See the section on Expenditures by Expense Type for more information on the increases we have asked for.

Expenditures by Expense Type FY2025-2026

Registrar salaries - we are asking to have the Registrar's salary increased to $21,000 each, up from $8,582. This will help to cover the extra hours (255) we must work to meet the statutory requirements of Early Voting, and the increase in other responsibilities over the past few years. We know this is a large increase, but we are currently working for less than $12 per hour when we tally the hours we need to work to meet our new responsibilities. Our yearly hours have increased to about 720 hours each, up from 343 hours each a few years ago. We do not receive any benefits from the town.
Part-Time Employees - We are asking to increase the amount here to $41,763 from $27,782. This will cover the cost of staffing 20 days of Early Voting in 2025.
Voting Machine Set-up - We are getting new voting machines in a few weeks and the maintenance costs will increase to $6,805 from $5,400. The state is paying for the new machines, which is good, but the maintenance costs have gone up.
Supplies (Office supplies and stationery)- we have been able to reduce the amount we expect to pay for office supplies, to $500 from $1000.
Postage/Envelopes - this has increased to $1,620 from $1,120 due to the increase in postage for the upcoming annual Canvass, and because we have more registered voters.
Other Supplies (Ballots, canvass, food for poll workers) - this has increased to $9,500 from $7,500 due to more ballots needed for an increase in the number of voters, and more food needed to feed poll workers during long early voting days. We ask them to bring lunch, and we provide snacks, but we feed them dinner if they are working a 12-hour day from 8 am to 8 pm.

Name	Account ID	FY2023 Actual	FY2024 Actual	FY2025 Budgeted	FY2026 Budgeted	FY2026 Budgeted ($ Change)	FY2026 Budgeted (% Change)
Expense Objects							
Salaries & Wages							
REGULAR EMPLOYEES	10541490-51510		$0	$3,550	$0	-$3,550	-100%
PART TIME/SEASONAL EMPLOYEES	10541490-51520	$15,141	$23,193	$37,862	$41,763	$3,901	10.3%
ELECTED OFFICIALS	10541490-51580	$16,514	$17,480	$28,168	$42,000	$13,832	49.1%
Registrars of Voters	*10541490-51580*	*$0*	*$0*	*$28,168*	*$42,000*	*$13,832*	*49.1%*
Total Salaries & Wages:		**$31,654**	**$40,672**	**$69,580**	**$83,763**	**$14,183**	**20.4%**
Purchased Professional Services							
VOTING MACHINE SET UP	10541490-53936	$2,666	$4,897	$6,000	$6,805	$805	13.4%
Total Purchased Professional Services:		**$2,666**	**$4,897**	**$6,000**	**$6,805**	**$805**	**13.4%**
Purchased Other Services							
POSTAGE (ENVELOPES)	10541490-55301	$523	$775	$1,620	$1,620	$0	0%
ADVERTISING/LEGAL NOTICES	10541490-55400	$808	$1,047	$1,500	$1,500	$0	0%
Total Purchased Other Services:		**$1,330**	**$1,822**	**$3,120**	**$3,120**	**$0**	**0%**
Supplies							
SUPPLIES	10541490-56010	$235	$829	$1,000	$1,000	$0	0%
OTHER SUPPLIES	10541490-56900	$4,823	$8,702	$9,500	$9,500	$0	0%

Name	Account ID	FY2023 Actual	FY2024 Actual	FY2025 Budgeted	FY2026 Budgeted	FY2026 Budgeted ($ Change)	FY2026 Budgeted (% Change)
Total Supplies:		**$5,058**	**$9,531**	**$10,500**	**$10,500**	**$0**	**0%**
Miscellaneous							
DUES AND FEES	10541490-58100	$160	$170	$1,000	$1,000	$0	0%
CONFERENCE	10541490-58110	$185	$1,356	$1,500	$1,500	$0	0%
Total Miscellaneous:		**$345**	**$1,526**	**$2,500**	**$2,500**	**$0**	**0%**
Total Expense Objects:		**$41,053**	**$58,449**	**$91,700**	**$106,688**	**$14,988**	**16.3%**