# 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.

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

| Description | 2024-2025 | 2023-2024 | 2022-2023 | 2021-2022 | 2020-2021 |
|---|---|---|---|---|---|
| Land Records | 1603 | 1631 | 1811 | 2310 | 2639 |
| Maps | 27 | 56 | 120 | 42 | 51 |
| Returned Absentee Ballots - totals | 473 | 315 | 42 | 387 | 2502 |
| Dog licenses | 1235 | 1164 | 1121 | 1080 | 926 |
| Marriage licenses issued | 126 | 114 | 123 | 129 | 94 |
| Vital Certificates issued | 570 | 654 | 603 | 711 | 683 |
| Sporting licenses issued fee | 267 | 266 | 254 | 309 | 321 |
| Sporting licenses issued no fee | 338 | 332 | 298 | 320 | 317 |
| Notary services tracked | 850 | 712 | 645 | 617 | 467 |
| Veterans discharges filed | 26 | 18 | 28 | 15 | 13 |
| Liquor permits filed | 10 | 10 | 12 | 10 | 8 |
| Conveyance tax collected for State (pass through) | $671,379 | $482,788 | $533,868 | $642,801 | $631563 |
| Conveyance tax collected for town | $212,606 | $150,541 | $177,956 | $214.267 | $210,521 |
| Revenue Collected through register | $379,685 | 307,901 | $350,169 | $345,267 | $499,316 |
| **CALENDAR YEAR** | 2025 | 2024 | 2023 | 2022 | 2021 |
| Birth certificates filed | 72 | 78 | 57 | 60 | 85 |
| Marriage licenses filed | 130 | 114 | 121 | 148 | 144 |
| Death certificates filed | 103 | 96 | 94 | 98 | 105 |

# Election Events Held FY 2024-2025

| |
|---|
| HVAV/Athletic Complex Referendum 11/19/2024(268 votes cast-2 by absentee) |
| Presidential Primary 04/02/2024(430 votes cast-3 by absentee) |
| Senate Primary 08/13/2024 (121 votes cast - 0 by absentee) |
| Presidential Election 11/04/2024(4654 votes cast-458 by absentee) |
| Budget referendum 05/27/2025(962 votes cast-10 by absentee) |

# Fiscal Year 2025-2026 Major Service Level Accomplishments

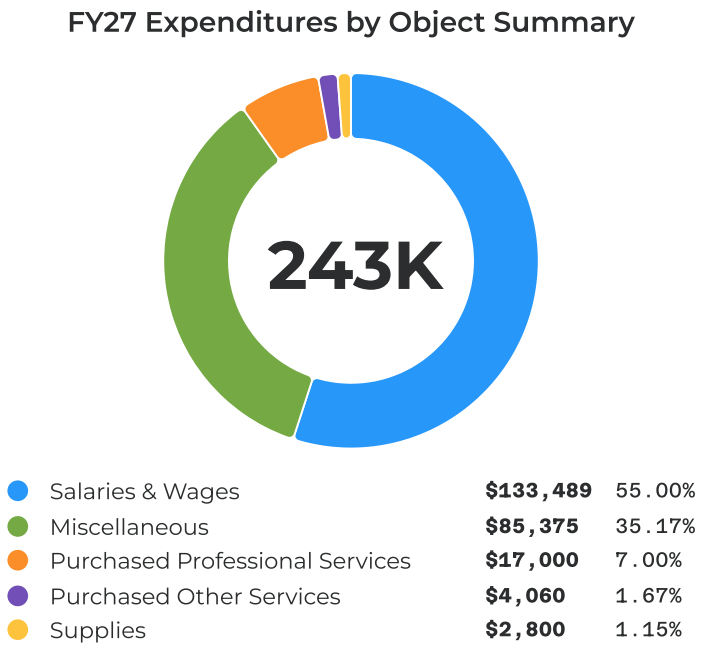
- Election of a new Assistant Town Clerk, Cheryl Aresco
- While not reflected in revenue, the number of notary services that we provide is still very notable. This is a service provided free to residents that is very much in demand and very well received. The numbers noted are the percentage of notarial services actually performed, and they continue to increase.
- During year 2025 a Municipal 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.
- Continuation of certification classes.
- Received a Historic Preservation Grant to cover the cost of vital binders, compact binders for recorded documents and map books. This saves the town $5,000. These books should last approximately 4 years.
- 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.

# Fiscal Year 2026-2027 Goals

- Continuation of certification classes
- Upcoming State Election year
- Implementing a new online dog registration system
- Expecting a busy real estate year which will support the increase in Conveyance Tax revenue

# Town Clerk Financials

## Expenditures by Object Summary

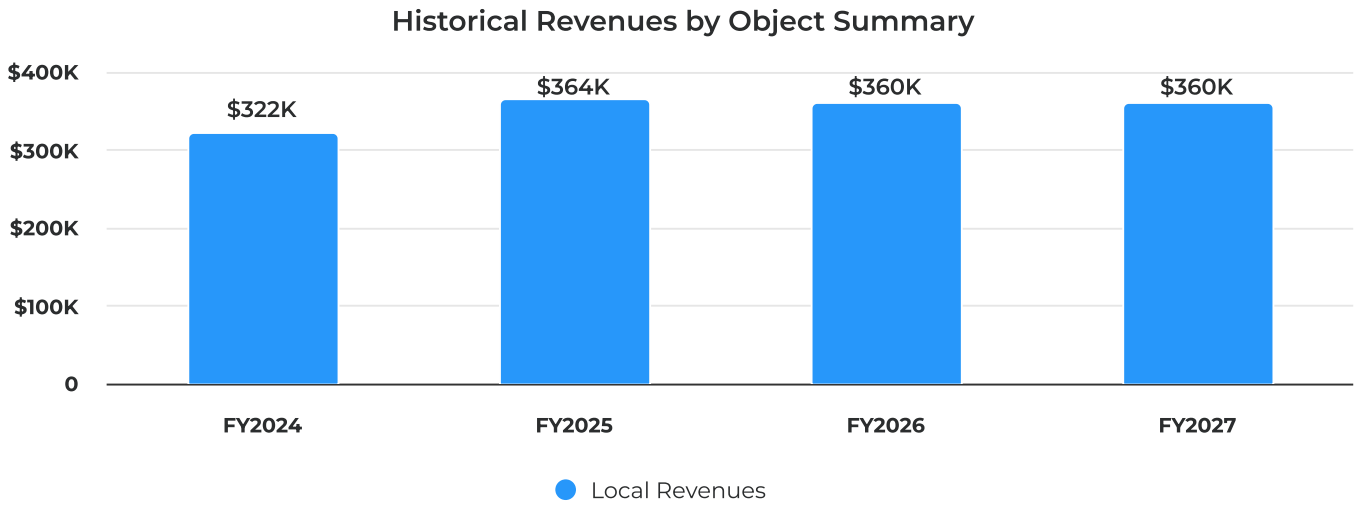



### Expenditures by Object Summary

| Category | FY 2024 Actual | FY 2025 Actual | FY 2026 Approved 2025-2026 Budget | FY 2027 Budgeted | FY 2026 Approved 2025-2026 Budget vs. FY 2027 Budgeted ($ Change) | FY 2026 Approved 2025-2026 Budget vs. FY 2027 Budgeted (% Change) |
|---|---|---|---|---|---|---|
| **Salaries & Wages** | $123,481.79 | $126,354.44 | $128,934.00 | $133,489.00 | $4,555.00 | 3.53% |
| REGULAR EMPLOYEES | $52,954.61 | $54,077.72 | $54,864.00 | $58,131.00 | $3,267.00 | 5.95% |
| Assistant Town Clerk | - | - | $54,864.00 | $58,131.00 | $3,267.00 | 5.95% |
| ELECTED OFFICIALS | $69,977.18 | $71,726.72 | $73,520.00 | $75,358.00 | $1,838.00 | 2.50% |
| Town Clerk | - | - | $73,520.00 | $75,358.00 | $1,838.00 | 2.50% |
| OTHER WAGES (LONGEVITY) | $550.00 | $550.00 | $550.00 | - | -$550.00 | - |
| Longevity Assistant Town Clerk | - | - | $550.00 | - | -$550.00 | - |
| **Purchased Professional Services** | $18,154.16 | $11,347.55 | $17,000.00 | $17,000.00 | - | 0.00% |
| RECORDINGS | $18,154.16 | $11,347.55 | $17,000.00 | $17,000.00 | - | 0.00% |
| **Purchased Other Services** | $2,517.10 | $1,934.38 | $4,060.00 | $4,060.00 | - | 0.00% |
| POSTAGE | $1,897.10 | $1,326.38 | $3,000.00 | $3,000.00 | - | 0.00% |

| Category | FY 2024 Actual | FY 2025 Actual | FY 2026 Approved 2025-2026 Budget | FY 2027 Budgeted | FY 2026 Approved 2025-2026 Budget vs. FY 2027 Budgeted ($ Change) | FY 2026 Approved 2025-2026 Budget vs. FY 2027 Budgeted (% Change) |
|---|---|---|---|---|---|---|
| TELEPHONE/CELL PHONE | $500.00 | $560.00 | $560.00 | $560.00 | - | 0.00% |
| ADVERTISING | $120.00 | $48.00 | $500.00 | $500.00 | - | 0.00% |
| **Supplies** | $2,461.73 | $2,726.37 | $1,800.00 | $2,800.00 | $1,000.00 | 55.56% |
| SUPPLIES | $2,461.73 | $2,726.37 | $1,800.00 | $2,800.00 | $1,000.00 | 55.56% |
| **Miscellaneous** | $80,260.99 | $84,311.40 | $86,375.00 | $85,375.00 | -$1,000.00 | -1.16% |
| DUES AND FEES | $210.00 | $175.00 | $300.00 | $300.00 | - | 0.00% |
| CONFERENCE | $364.99 | $642.40 | $575.00 | $575.00 | - | 0.00% |
| VITAL STATISTICS | - | - | $1,000.00 | - | -$1,000.00 | - |
| CT MARRIAGE LICENSE | $3,876.00 | $3,944.00 | $4,000.00 | $4,000.00 | - | 0.00% |
| SPECIAL PROGRAM | $4,523.00 | $4,572.00 | $5,500.00 | $5,500.00 | - | 0.00% |
| PRESERVATION SURCHARGE (REVENUE OFFSET) | $71,287.00 | $74,978.00 | $75,000.00 | $75,000.00 | - | 0.00% |
| **Total Expenditures** | **$226,875.77** | **$226,674.14** | **$238,169.00** | **$242,724.00** | **$4,555.00** | **1.91%** |

# Revenues by Object Summary



## FY27 Revenues by Object Summary




Local Revenues **$360,000** 100.00%

## Revenues by Object Summary

| Category | FY 2027 Budgeted |
|---|---|
| **Local Revenues** | |
| DOG AND SPORTS LICENSING | $15,000.00 |
| TOWN CLERK FEES | $160,000.00 |
| CONVEYANCE TAX | $185,000.00 |
| **Total Local Revenues** | $360,000.00 |
| **Total Revenues** | **$360,000.00** |