

TOWN OF ENFIELD
ANNUAL BUDGET

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FUNCTION:	DEPT/AGENCY:	ACTIVITY:	CODE:
General Fund	Town Clerk	Town Clerk	1600

PROGRAM SUMMARY	2008-09 ACTUAL	2009-10 BUDGET REVISED		2011-11 PROPOSED ADOPTED	
0100 Personal Services - Salaries	274,399	279,057	279,057	287,128	287,128
0200 Personal Svcs. Employee Benef.	121,576	122,507	122,507	127,660	123,824
0300 Purchased Prof. & Technical	33,842	14,700	24,900	10,880	10,880
0400 Purchased Property Services	664	500	1,000	500	500
0500 Other Purchased Services	25,170	18,420	18,020	19,145	19,145
0600 Supplies/Materials	6,218	7,500	7,000	3,600	3,600
0800 Other Objects	650	500	500	400	400
PROGRAM TOTAL	462,519	443,184	452,984	449,313	445,477

PROGRAM INFORMATION & DATA:

The Town Clerk's office is responsible for land record management, election/primary returns, registration and statistical analysis of vital records and is the controller of canine, sportsmen and various other licensing. Also, assistance is afforded the public, serving as a communication link between the citizens and their Town Government, providing access to information which is essential to their participation in the democratic process.

DEPARTMENT GOALS:

Implement new land record indexing and imaging system with access through town website.

Continue verification of town land records to allow merge of information into computerized general index.

To plan for the preservation of historic documents and apply for State and other grants, as available.

**TOWN OF ENFIELD
ANNUAL BUDGET PERSONNEL DETAIL**

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Function: General Fund
 Dept/Agency: Town Clerk

Position Classification	POSITIONS AND BUDGET					
	CURRENT		PROPOSED		ADOPTED	
<u>1600 Town Clerk</u>						
Town Clerk	1.00	80,444	1.00	80,444	1.00	80,444
Deputy Town Clerk	1.00	49,932	1.00	49,932	1.00	49,932
Assistant Town Clerk	1.00	41,532	1.00	42,778	1.00	42,778
Clerk Typist	3.00	77,958	3.00	84,900	3.00	84,900
Clerk Typist Part-time	1.00	16,162	1.00	16,162	1.00	16,162
Council Stenographer	-	9,000		9,000	-	9,000
Total	7.00	275,028	7.00	283,216	7.00	283,216