

Summary of Services - Town Clerk

SERVICES	FY2022 ACTUAL	FY2023 YTD JUL-APR	FY2023 ESTIMATES
Land Instruments Recorded	21,663	14,968	18,565
Maps Recorded	45	12	15
Marriages Recorded	251	205	235
Births Recorded	317	258	306
Deaths Recorded	417	398	450
Servicemen's Discharges Recorded	43	43	50
Marriage Licenses Issued	150	105	130
Dog Licenses	3,465	869	3,500
Vendor/Food Truck Permits	6	0	0
Sports Licenses	238	185	245
Trade Name Certificates	70	73	80
Liquor Licenses	41	33	38
Notary Registrations Recorded	83	81	92
Notary Services	349	321	380

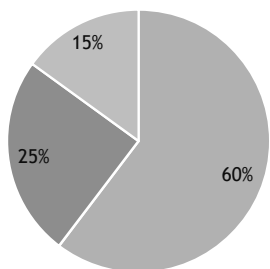
Proposed Budget - Town Clerk

	FY 2023 Adopted	FY 2024 Proposed	% Change
Professional Development	800	1350	68.8
Other Professional Services	19,700	19,700	0
Technical Services	7,500	6,500	(-13.3)
Equip Repair & Maintenance	700	700	0
Other Purchased Services	8,100	8,100	0
Telephone	750	750	0
Postage	8,900	8,550	(-3.9)

Proposed Budget - Town Clerk

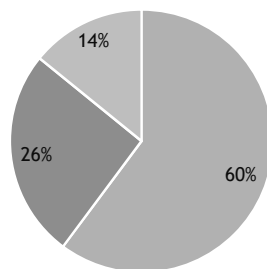
	FY 2022 Adopted	FY 2023 Proposed	% Change
Advertising	5,000	5,000	0
Printing & Reproduction	17,060	15,060	(-11.7)
Copying & Reproduction	100	150	50.0
Travel	125	276	120.8
Other Purchased Services	400	200	(-50.0)
Office Supplies	9,5000	9,500	0
Dues & Fees Subscriptions	340	400	17.6

Adopted Budget - Town Clerk FY23
\$526,464



- FY23 Salaries
\$317,613
- FY23 Benefits
\$129,876
- FY23 Expenses
\$78,975

Proposed Budget - Town Clerk FY24
\$538,586



- FY24 Salaries
\$324,114
- FY24 Benefits
\$138,236
- FY24 Expenses
\$76,236

FY24 Proposed Change 2.3%

Records Management

The Record Management Division of the Town Clerk’s office is responsible for the planning, organizing, and controlling of a town-wide records management program. This includes the following:

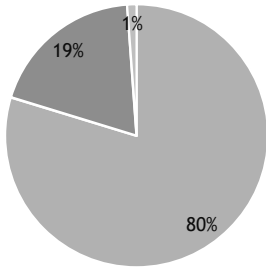
- ▶ The archiving of inactive records
- ▶ Identification of records that have met their retention requirements
- ▶ Drafting of disposal authorizations to the State Public Records Administrator
- ▶ Retrieval of inactive records at the request of departments/divisions
- ▶ Assists departments with record management questions and strategies

Expense - Records Management

	FY 2023 Adopted	FY 2024 Proposed	% Change
Disposal Services	400	1,765	341.3*
Telephone	125	125	0
Postage	30	30	0
Office Supplies	465	465	0

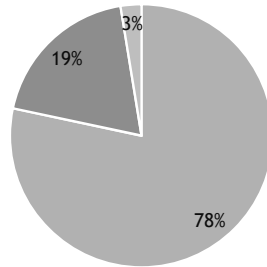
*Disposal fees increased 66%. Anticipated higher usage due to Electronic Records Management Policy #4 adopted in 2022 and ongoing reorganization of records within town departments.

Adopted Budget - Records Management FY23 \$88,283



- FY22 Salaries \$70,380
- FY22 Benefits \$16,883
- FY22 Expenses \$1,020

Proposed Budget - Records Management FY24 \$92,539



- FY23 Salaries \$72,492
- FY23 Benefits \$17,662
- FY23 Expenses \$2,385

FY24 Proposed Change 4.8%