

**BUDGET NARRATIVE****Description of Department Function**

Describe the overall mission or purpose of the Department.

This department is responsible for voter registration, the annual town census and publishing the annual street list, all of which are required by state law.

The Town Clerk and office staff do all the work required, including certifying voter signatures on nominations and petitions.

The Board of Registrars approve all nomination and petition papers and are in charge of overseeing any election recounts (most recent was for June 2013 election.)

**Programs and Sub-Programs**

Consider and list the actual Programs and Sub-Programs Executed by the Department

Voter registration (approximately 6,500 but individuals change constantly)

Annual Town Census (approximately 8,500 residents but individuals change constantly)  
(3,483 households this year)

Annual Street List published in June

Election recounts when necessary

**Accomplishments**

Describe the major describable accomplishments or measurable activities in FY18 or CY19. Use statistics whenever possible.

The Town Clerk and staff, with the assistance of many volunteers, do the work of this Board. The Census and street list are processed and mailed/published on time. Voter registration is processed in a timely fashion on a constant basis. When individuals interact with the Registry of Motor Vehicles, they usually register to vote at the same time.

Data is collected annually from 3400 households and updated in the computer database. This involves second mailings as well as some in-person contact (by phone usually) to verify information. Voter registrations are updated on a weekly basis (daily when near an election). We have four volunteers (under the Senior tax abatement program) assisting us at this time. These people also assist with Town Clerk office tasks (filing, dog licenses, etc.)

(2/6/19)

**FY20 Departmental Goals**

Describe the initiatives and accomplishments planned for FY20

The annual town census to 3483+ households to be mailed on time at beginning of January and returned census forms processed by mid-May.

Encourage complying with answering and returning the annual census.

The annual street list to be published by the end of June.

Voter registrations processed on a weekly basis and daily when near an election.

Encourage voter registration.

Improve communication with residents regarding elections and town meetings.

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**Spending Highlights for FY20**

Explain any significant budget changes from FY19

Level service budget.

Clerical salary increase of \$63 (to approximately 20 hours at straight time) estimated for overtime costs due to state requirements that the office be open until 5 pm or 8 pm on various days to accept voter registrations or petitions and nomination papers on the deadline day.

There are no requests for equipment, capital items or changes in personnel in this budget.

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**Non-tax Funding**

List any expected non-tax revenues that will be use to fund department activities, including an estimate to be received.

None. This department is funded solely through the General Fund.

Fees this department collects (for copies of the street list) go into the General Fund.

DEPARTMENT: BOARD of REGISTRARS

Form 2

Form #2

## PERSONNEL SUMMARY

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
Lisa Hardin	Registrar - Chair	\$345.00		stipend			345	\$345.00			\$345.00
Rita Murphy	Registrar	\$106.00		stipend			106.00	\$106.00			\$106.00
Marc Conroy	Registrar	\$106.00		stipend			106.00	\$106.00			\$106.00
Robert Yeager	Registrar	\$106.00		stipend			106.00	\$106.00			\$106.00
Clerical budget paid to Town Clerk staff		\$500.00						\$563.00			\$563.00
(20 hours at straight time estimated)											
SUBTOTAL/TOTAL		\$1,163.00						\$1,226.00	\$0.00	\$0.00	\$1,226.00

(2/6/19)

**\$1,226.00**

TOWN OF MILLIS				Form #3	
FISCAL YEAR 2020 BUDGET		<u>STAFFING HISTORY</u>			
Department: BOARD of REGISTRARS					
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Position	FTE	FTE	FTE	FTE	FTE
Note: This is an appointed Board that only gets a stipend paid twice/year.					
Clerical costs are paid to the Town Clerk's office staff.					
SUBTOTAL/TOTAL				(2/6/19)	

CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
	None in this Budget.				

**Budget Request Above Level Service**

**Title:**

**Description of Request:**

None in this Budget.

**Detailed Cost Impact:**

**Justification for Request**

Attach copies of reports, master plans, or supporting documentation)