

# Town Clerk

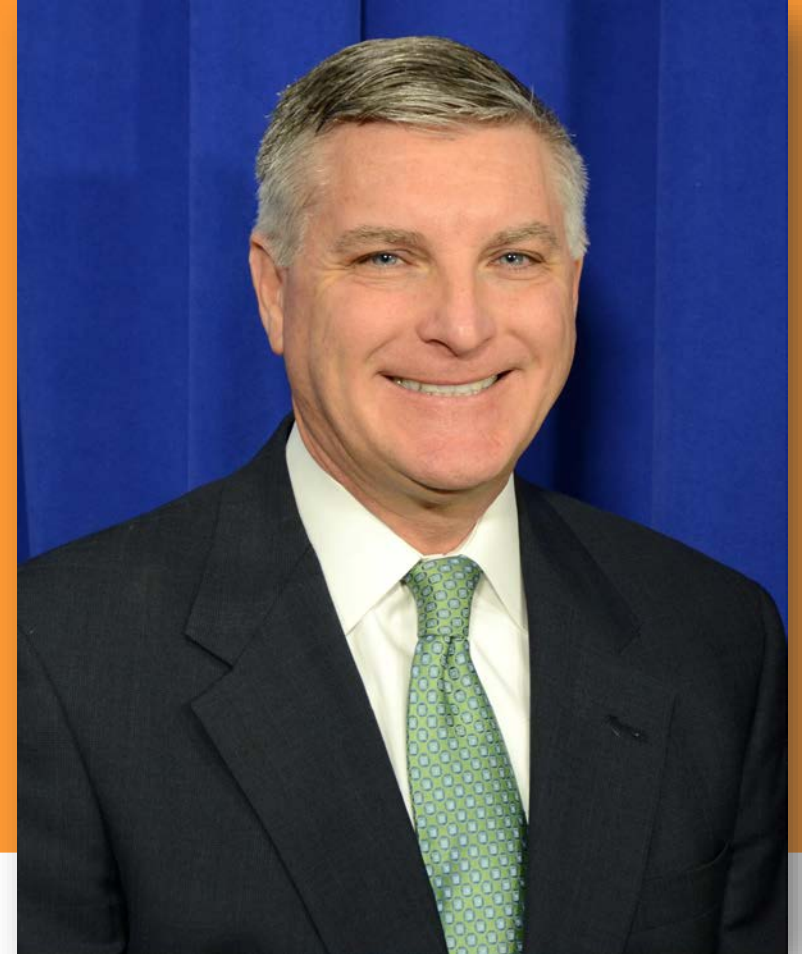
## BUDGET PRESENTATION

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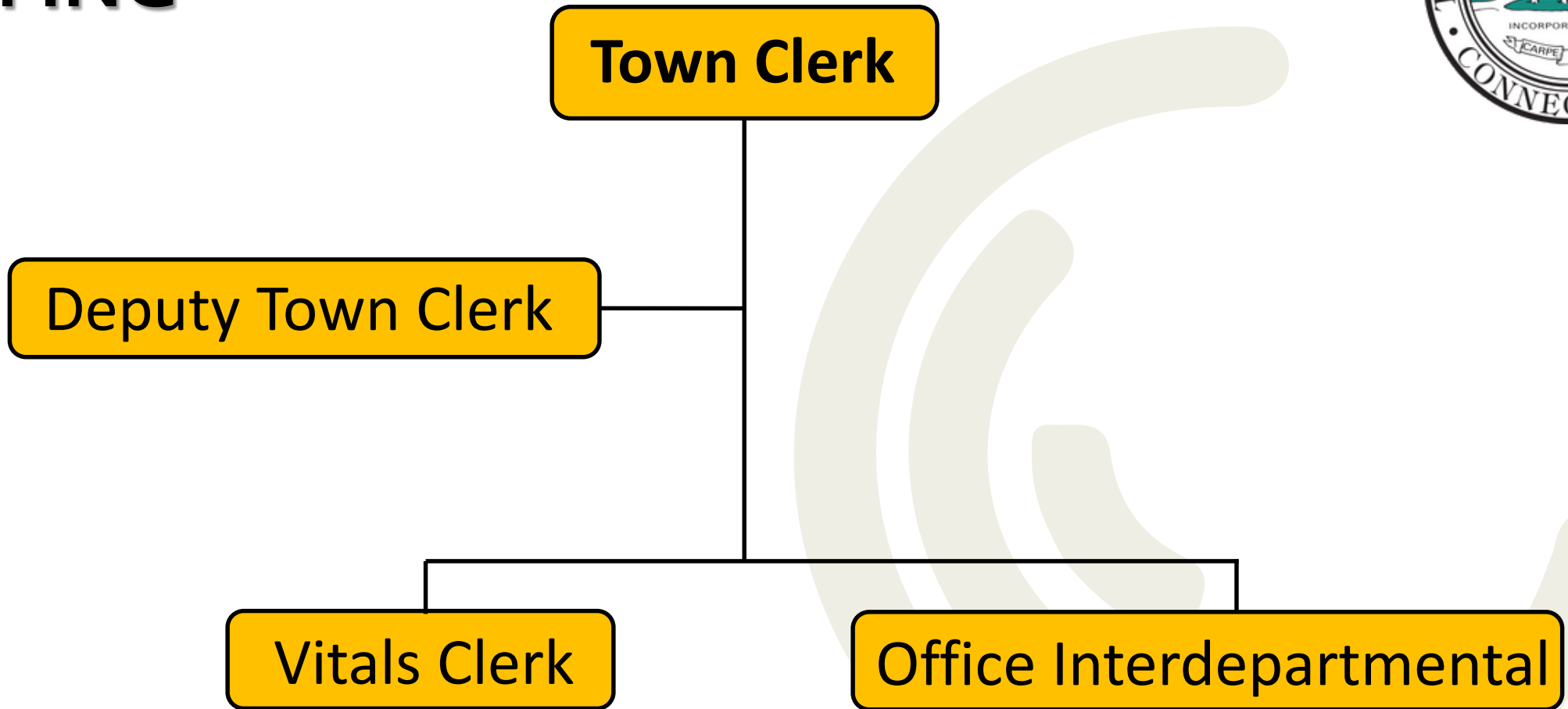
**FY 2020-2021**

# ➤ ROBERT J. PASEK

- A lifelong resident of the Town I was appointed Town Clerk by Mayor Leclerc on September 1, 2011. As Town Clerk, I am committed to making East Hartford's land records available for searching, viewing, and printing from both the office computers and the internet. I have overseen the remodel of both the vault and the public office, creating a more efficient, brighter, and more inviting work atmosphere.
- Bachelor of Arts in History from Eastern Connecticut State University
- Connecticut Certified Town Clerk
- Member of the Connecticut Town Clerk's Association and the Hartford County Clerk's Association



# STAFFING





## ► DEPARTMENT DESCRIPTION & SERVICES

- “Keeper of the Town Seal”
- Records, maintains, and preserves Land Records and Maps
- Records, maintains, and preserves Town and State Vital Statistics
- Issues Certified Copies of Vital Certificates
- Prepares Regular & Absentee Ballots for all Elections
- Warns the Election and Certifies Election Results
- Records agendas and minutes, swears in members for all Boards and Commissions



## ► DEPARTMENT DESCRIPTION & SERVICES

- Issues Dog Licenses
- Issues Sporting Licenses
- Provides Notary Public services
- Registers Justice of the Peace
- Administers Oath of Office to all elected and appointed Town Officials
- Records and maintains Veteran Discharge Papers (DD-214)
- Assists the public in person, as well as by phone, mail ,email and fax

## ► BY THE NUMBERS



**6,191 Land Record  
Documents Recorded**



**168 Trade Names Filed**



**1,470 Vital  
Records Processed**



**616 Births**



**365 Marriages**



**489 Deaths**



**1,589 Dogs Licensed**



**100 Pets Vaccinated**





## ➤ NEW INITIATIVES

- Continuing to add additional Land Records to be searchable and readable from our online land records
- 2,727 land record indexes are being converted
- 46,875 images to be digitized and uploaded to online search





## ► DEPARTMENT CHALLENGES

- Staffing the Office during extremely busy State Mandated Duties
- Local, State, National Primaries, and Elections (the months of April, August, October & November)
- Dog Licensing Season (the month of June)



# ➤ BUDGET CHANGES

ORG	OBJECT	DESCRIPTION	REASON	\$ CHANGE
G1200	60110	Permanent Services	Contractual Union raises in addition to staff job reviews and upgrades.	\$9,239
G1200	63236	Office Equipment Maintenance		(\$175)



# THANK YOU!

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