



Town Clerk

BUDGET PRESENTATION

FY 2023-2024



TOWN CLERK'S OFFICE

MONDAY-THURSDAY

8:30AM - 4:30PM

FRIDAYS ONLY

8:30AM - 12:00PM



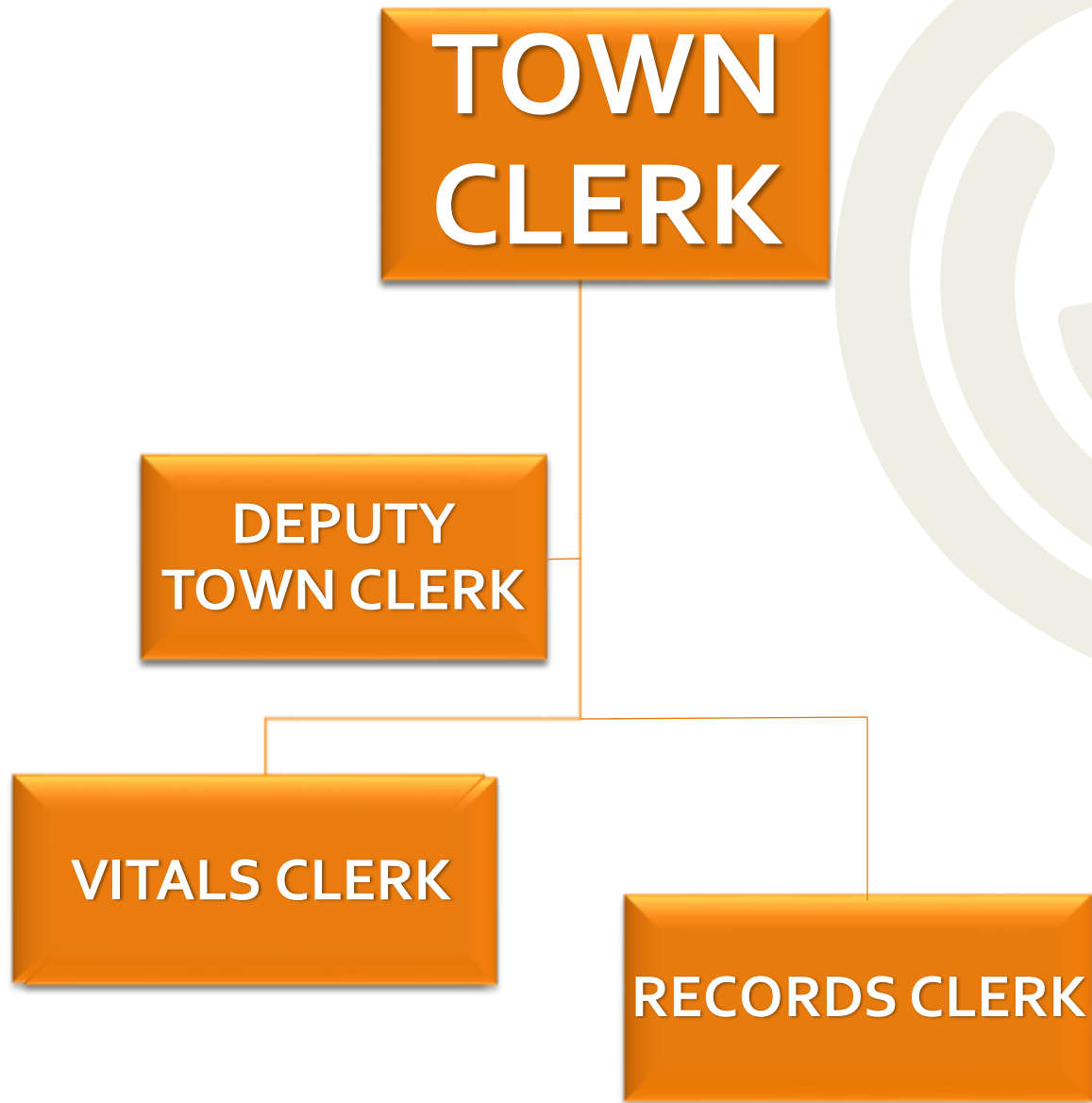
**PARKING
FIRE STATION LOT**

➤ ROBERT J. PASEK

- A lifelong resident of the Town, I was appointed Town Clerk in August 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



**8,319 Land Record
Documents Recorded**



188 Trade Names Filed



**1,3728 Vital
Records Processed**



555 Births



304 Marriages



513 Deaths



1,332 Dogs Licensed

➤ NEW INITIATIVES

- Continuing to add additional land records to our online land records database so they are searchable, readable and printable from any location.
- 2,910 additional land record indexes are being digitized with State Grant.
- Using the Town Clerk's State Dollar Fund, to have maps viewable and printable from online.



➤ DEPARTMENT CHALLENGES

- Staffing the Office during extremely busy State Mandated Duties
- Local, State, National Primaries, and Elections (this years Municipal Election is November 7th)
- 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.	\$9,028



EAST HARTFORD BICENTENNIAL 1783 - 1983



THANK YOU!