



Town Clerk BUDGET PRESENTATION

FY 2021-2022

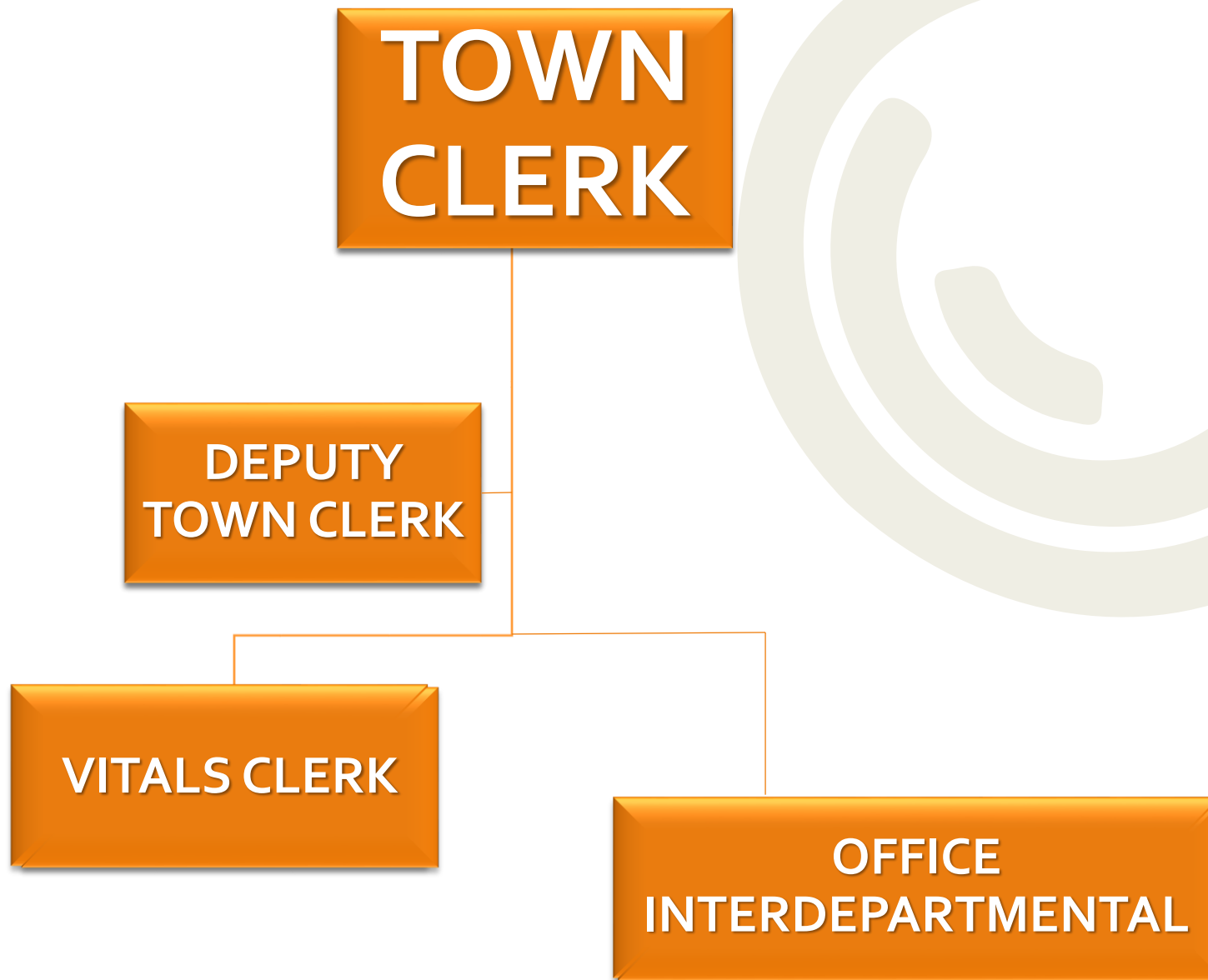
➤ ROBERT J. PASEK

- 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



6,548 Land Record Documents Recorded



124 Trade Names Filed



1,389 Vital Records Processed



516 Births



283 Marriages



590 Deaths



972 Dogs Licensed

➤ NEW INITIATIVES

- Continuing to add additional Land Records to be searchable and readable from our online land records
- 2,728 land record indexes are being converted to online with State Grant
- An additional 11,819 land record indexes are being converted using Town Clerk Funds



➤ COVID- 19 OPERATIONS

- The Town Clerk's Office has been continuously working in the office, via the phone, email, the internet, U.S. mail, by the drop box, and where required by State Statues meeting in person outside.
- Thus far we have met outside to issue:
 - 125 Marriage Licenses
 - 325 Cremation Permits
 - 325 Burial Permits



➤ DEPARTMENT CHALLENGES

- Staffing the Office during extremely busy State Mandated Duties
- Local, State, National Primaries, and Elections (the months of September & November this year)
- 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.	\$4,798



THANK YOU!