



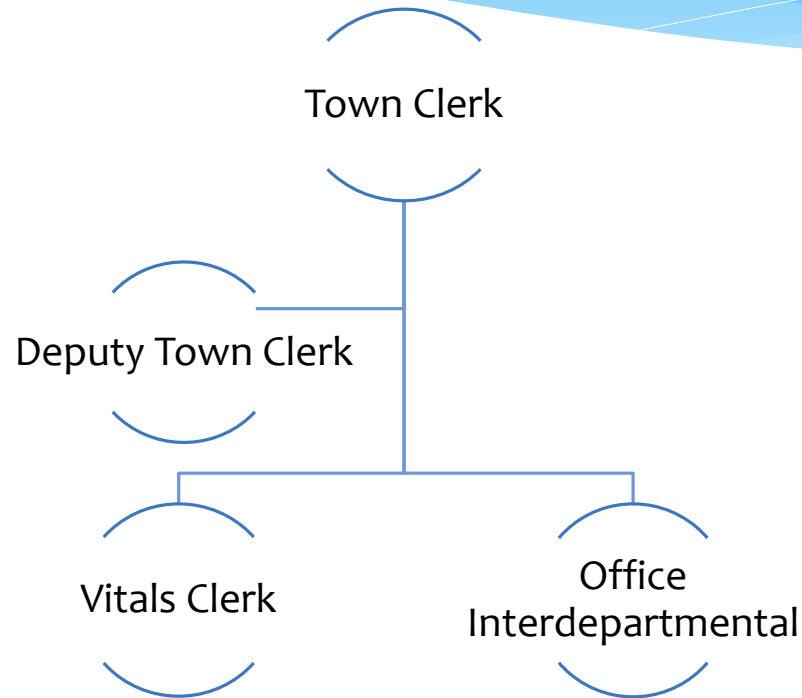
Town Clerk's Office

2018 – 2019 Town Council Budget Presentation

The Vault



Town Clerk's Office



Town Clerk's Duties



- “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
- Boards and Commissions, records agendas and minutes, swears in members

Town Clerk's Duties



- 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

Town Clerk's Activity



	2016	2017
Land Record Documents Recorded	6,799	6790
Vital Records Processed	1,572	1,577
Births	620	617
Marriages	443	487
Deaths	509	473
Dogs Licensed	1,794	1,649 y.t.d.
Land Record Index Conversion	7,275 re-index to computer	31,250 images to computer