

# TOWN OF EAST LYME

FY 2008/2009

Dept No. 107

Budget Input

Dept Name Town Clerk

1-Feb-08

Acct.	Account Description	08/09 Budget	Supporting Description of Activity
<b>100 Personnel Services</b>			
111	Town Clerk	63,891	TC, elected position. Salary cola's estab by BOS not set for 08-09 FY provision included in Dept 120 (contingency)
311	Asst Town Clerks	52,257	2 part time Assistants, one works 30 hours per week (rate \$19.29), the other works 25 hours per week (rate \$17.05). Current contract expires 6/30/08 successor agreement to be negotiated.
316	Longevity	650	Lesley B \$550.00 per year, Karen G \$100.00 per year. Assistants longevity is per union contract.
412	PT Clerical	200	This being a Presidential Election year, I may need to call in help at election time as I did four years ago. I would like \$200.00 added to this line item. 4 years ago, we issued over 700 Presidential ballots from this office in a very short period plus did our other business.
<b>200 Services - Contracted/Operations</b>			
292	Contracted Land Record Mgt	30,000	Based on number of documents recorded, this my best estimate. ACS, my land records vendor, told me today that they do not expect to raise their fees. Recording of documents generates good revenues for this office.
293	State Fees - Marriage & Dog	12,500	State Dog fees covers an annual report to Dept of Agriculture. One half of all fees collected go to the State in a September, report prepared by Town Treasurer. Marriage fees are calculated on a quarterly basis and a portion of those fees also go to the State of Connecticut. <b><u>Board of Finance amended to \$11,000.</u></b>
294	Records Storage	1,000	Records storage is for storage of microfilmed land records and vital records at Iron Mountain, NY. This is a statutory mandate.
<b>Services/Contract/Oper Total</b>		<b>43,500</b>	

Acct.	Account Description	08/09 Budget	Supporting Description of Activity
<b>300 Operating Expenses</b>			
241	Dues in Professional Organization	260	Annual dues in Connecticut Town Clerks Association for Town Clerk and two Assistant Town Clerks.
242	Professional Conventions/Cont	800	2 State conventions per year attended by myself and 1 Asst. Town Clerk school for 2 ATC's for Certification. County luncheon meetings.Attendance at workshops (sometimes NC and other times, there is a fee.)
251	Printing - Dogs License & Ballots	1,150	With a Presidential Primary in Feb and Presidential Election in November, printing of ballots might be a factor. However, Sec of State says we get free printing for selected elections but they want payment first. We are disputing the payment first option at this time.
257	Preservation	20,000	Again, this deals with number of documents recorded, another guessing game. I will stay with this figure.
320	Miscellaneous Supplies	5,200	I am looking at software for a map indexing program at this time. This is a necessary item. We had CD's made of 3800 maps and the company never prepared an index. At the present time, we utilize a map reader-printer which is several years old to copy the maps for our clients. They pay \$5.00 per copy. Should it go , the cost to have a technician come here just to look at it is over \$400.00. When I purchased the printer, the cost was over \$15,000. Having the software for the maps would be a great savings to my department. I would be able to generate a map copy off of the computer. <u>The First Selectman reduced this line item to \$2,200. Based upon subsequent testimony by the Town Clerk, the Board of Selectmen increased line item to \$3,200 which will allow for an index to be compiled of the maps making reproduction for the public more efficient.</u>
<b>Professional/Technical Total</b>		<b>27,410</b>	
<b>Town Clerk Total</b>		<b>187,908</b>	