

## Question 1.

The office of Town Clerk is historical in its traditions, having served as a direct link between the residents and their local government.

While Town Clerks are generally credited with issuing licenses, that is only a small part of this complex job. Law mandates many duties, but many more go well beyond those mandates as Town Clerks serve as a major source of information to all.

The Town Clerk is required to wear many different hats and to be responsible for a variety of tasks ranging from Register of Vital Statistics and Election Coordinator to Recording Secretary and Records Manager, collecting mooring permits and maintaining waiting lists for the Harbormaster as well as parking tickets and marijuana fines for the Police Department. Realizing that local government is the branch that most directly affects people, we are here to serve and assist you.

As Registrar of Vital Statistics, the Town Clerk is responsible for keeping a permanent record of all births and deaths that occur within the boundaries of the Town and for people who are residents who die elsewhere, as well as all marriage licenses that are applied for in our office. We issue birth certificates, death transcripts and burial transit permits. Often, individuals contact our office to assist with genealogical research.

The Town Clerk is responsible for conducting elections, official recordkeeping, and issuing certain licenses. The Town Clerk records all official votes and motions at special and annual town meetings. The Town Clerk is the official Election Officer and acquires from the State all necessary materials for the proper conduct of State-wide elections. For local elections, the Clerk provides ballots and other necessary material to voters. The Clerk also serves on the Board of Registrars of Voters.

I personally invite you to visit my office and meet my staff, to answer any of your questions and to introduce you to the functions we maintain on a daily basis. We are your Doorway to Local Government.

## Question 2

The Town Clerk is elected and because of that is accountable to all.

## Question 3

This department is successful because we have mastered the art of teamwork. We multitask which is important because of all the different facets to the job and we are very customer orientated. Every person who comes through the door is welcomed and dealt with in a pleasant and professional manner.

## Question 4

This office generates a lot of paper and we have many volumes of records. Storage will in the near future be difficult for us. Most all of our records are permanent we have a lot of room but it is slowly being eaten up by all the records. Also we have to manually look up our older vital records, it would be nice if we had the time and resources to put this information onto the computer it would be much more helpful. Another computer would be helpful so that when we are busy and the other computers are in use the customer would be taken care of more quickly

and efficiently. We have a lot of requests for payment with debit/credit cards through the internet, implementing it would be helpful.

#### Question 5

There are a couple of challenges, increase in the census numbers. If we have more people and registered voters we will have more volume. With budget cuts we cannot cut expenses anymore than they are, we would have to lose personnel instead and the loss of help would mean customer service would not be as good as expected.

#### Question 6

There is nothing to add at this time.

