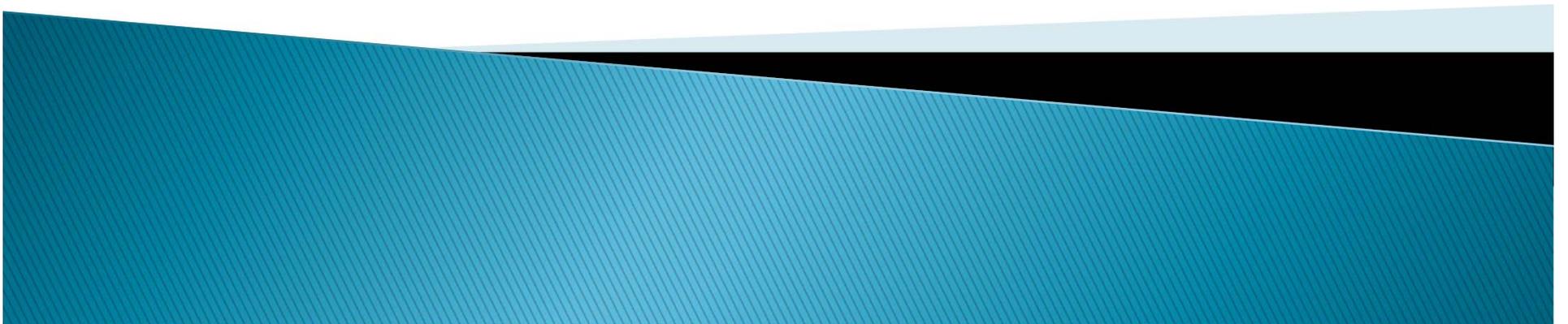


# Town of Brunswick

DEPARTMENT OF  
THE TOWN CLERK



# Priorities:

- ▶ **Ensure compliance with state laws and local ordinances regarding vitals, licensing, and elections**
- ▶ **Ensure that Elections are managed well**
- ▶ **Provide great customer service to residents of Brunswick and other town departments**



# 2019–20 Proposed Budget

- ▶ **Projected Expenditures \$401,760**  
(increase of \$36,658 – primarily staff and increase in elections pay to reflect increase in minimum wage)
- ▶ **Revenues Projected – \$174,720**  
(Increase of \$7,610)



# What are our responsibilities

- ▶ Facilitating/supervising elections
  - ▶ Maintaining voter information
  - ▶ Issuing variety of licenses
  - ▶ Responsible for Town's Vital Records
  - ▶ Maintain Town Records (Agendas/Minutes, Ordinances, Permanent Record)
  - ▶ Oversees Mall Use/Special Event Permits
  - ▶ Maintain webpage for Clerk, Council, several boards, and assist other departments
  - ▶ Maintain board/committees information and database
  - ▶ Miscellaneous services – Notary, DBA filings, Campaign Finance, oaths)
- 

# Licenses / Permits Breakdown

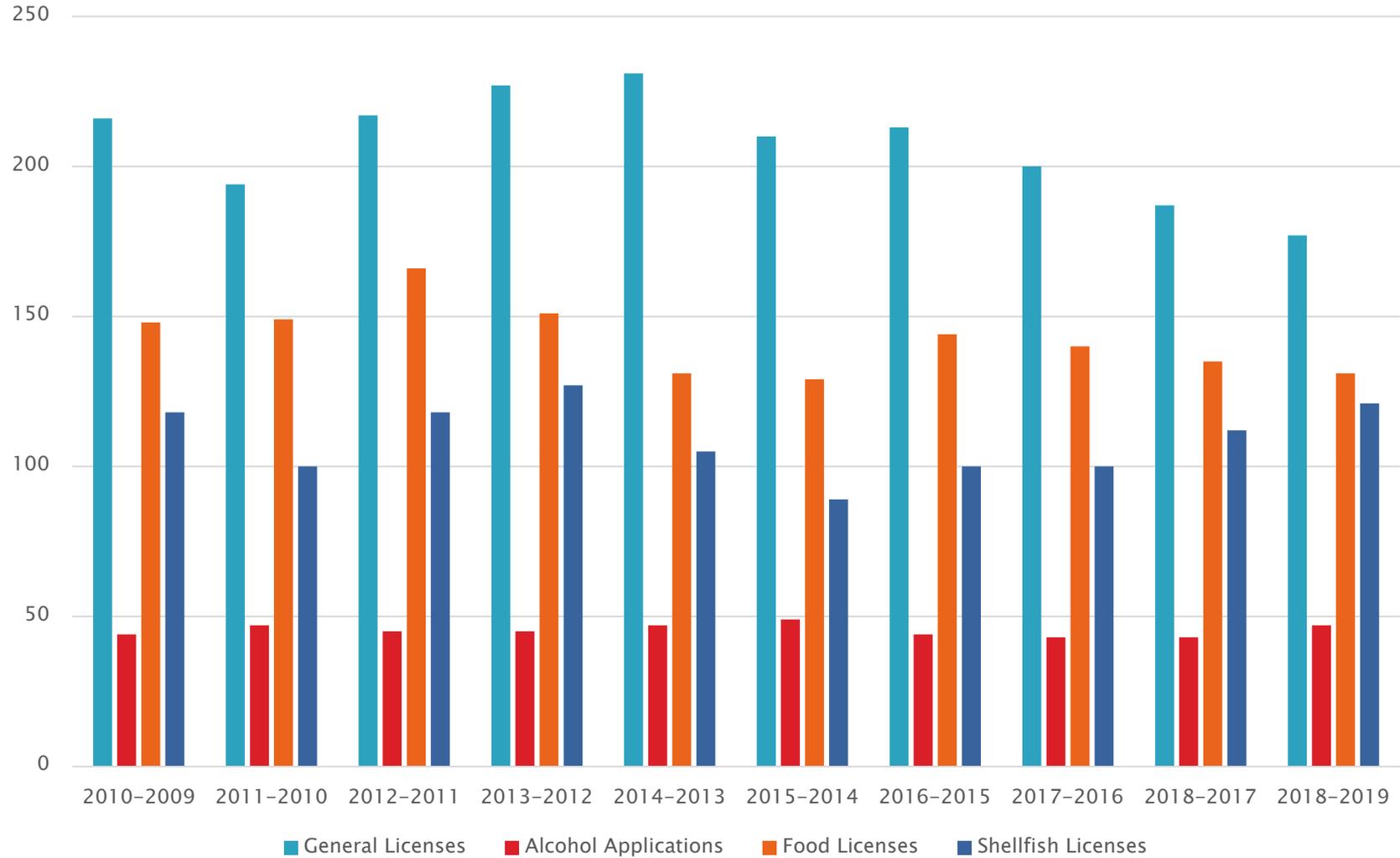
- ▶ Dogs
- ▶ Marriages
- ▶ Various types of business Licenses
- ▶ Food Service and Liquor Licenses
- ▶ Hunting & Fishing Licenses
- ▶ Shellfish Licenses
- ▶ Mooring Permits
- ▶ Chicken Licenses
- ▶ Marijuana Establishments



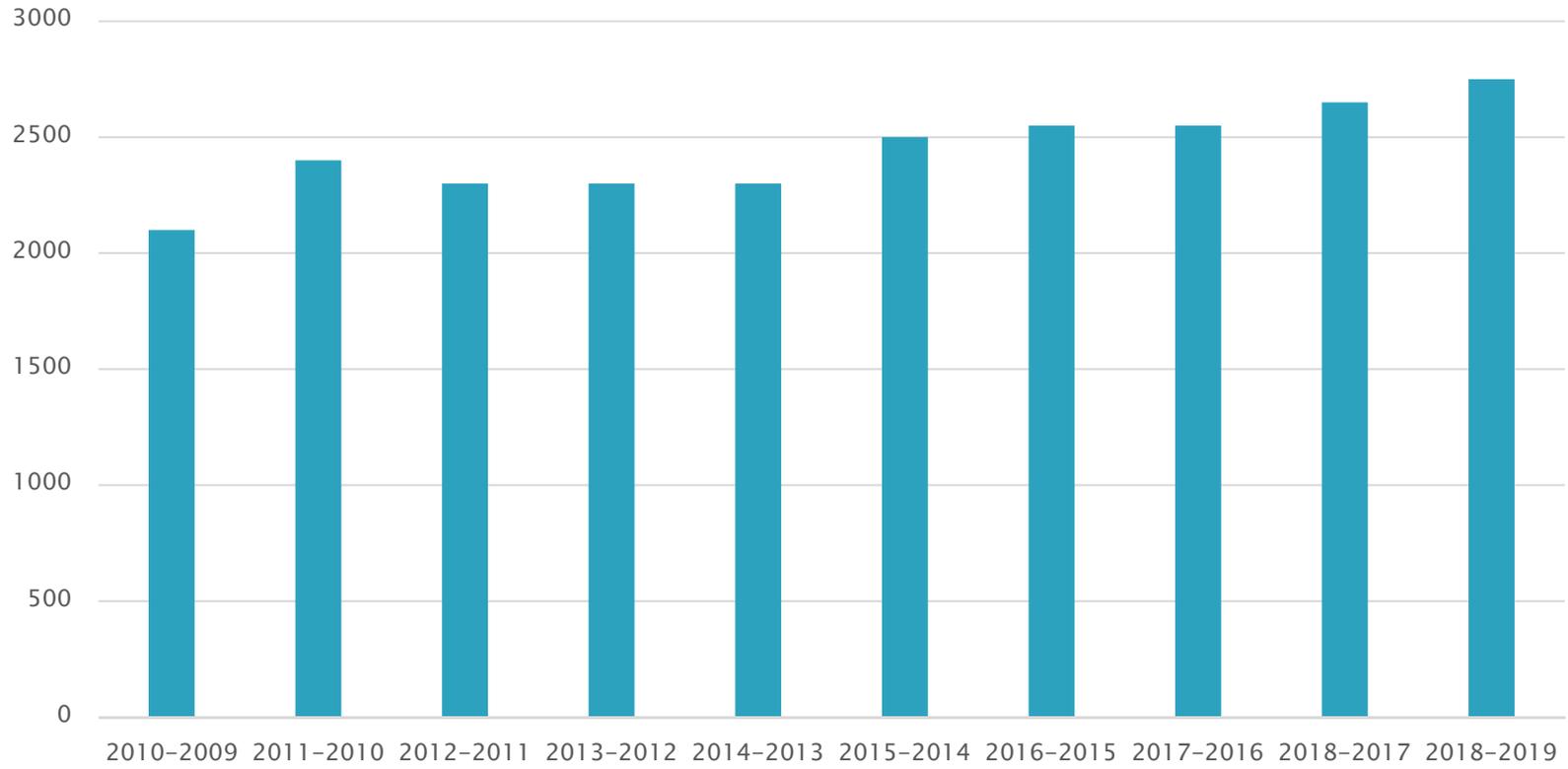
# Transactions 2018

- ▶ Issued 375 business licenses
  - ▶ Issued approx. 4500 cert. vital copies
  - ▶ Issued 145 marriage licenses
  - ▶ Issued 2,750 dog licenses
  - ▶ Issued 121 shellfish licenses, both recreational and commercial
  - ▶ Issued 462+ Hunt/Fish licenses
  - ▶ In process of issuing 321 moorings
  - ▶ Paid Notary Transactions - 216+
  - ▶ Reviewed 50+ app for Mall
- 

## Summary of License History



# Dog Licenses



Brunswick Town Clerk's Office

# Business licenses broken down

Bazaar or Flea Market	4	Food Licenses	
Bowling	2	Malt, Vinous, Spirituous, Liquor	34
Commercial Vehicle	33	Malt and Vinous	8
Auto Recycling	1	Malt	2
Junkyard	1	Sit-Down w/no alcohol	32
Pawnbroker	2	Other Food Establishments	45
Peddler	6	Temporary Food Vendors	0
Pinball	30	Innkeeper Licenses	
Pool Table	5	1-15 Rooms	1
Second Hand Dealer	17	Over 15 Rooms	9
Mall Vendors (Food)	5		
Farmers Market	1	Theater	2
Sellers on public way (sidewalk)	8	Alcohol Applications	47
Special Amusement	16		
Taxi Cab	9		
Taxi Driver	32		
Tattoo Artist	4		
Chicken	20		

# Elections

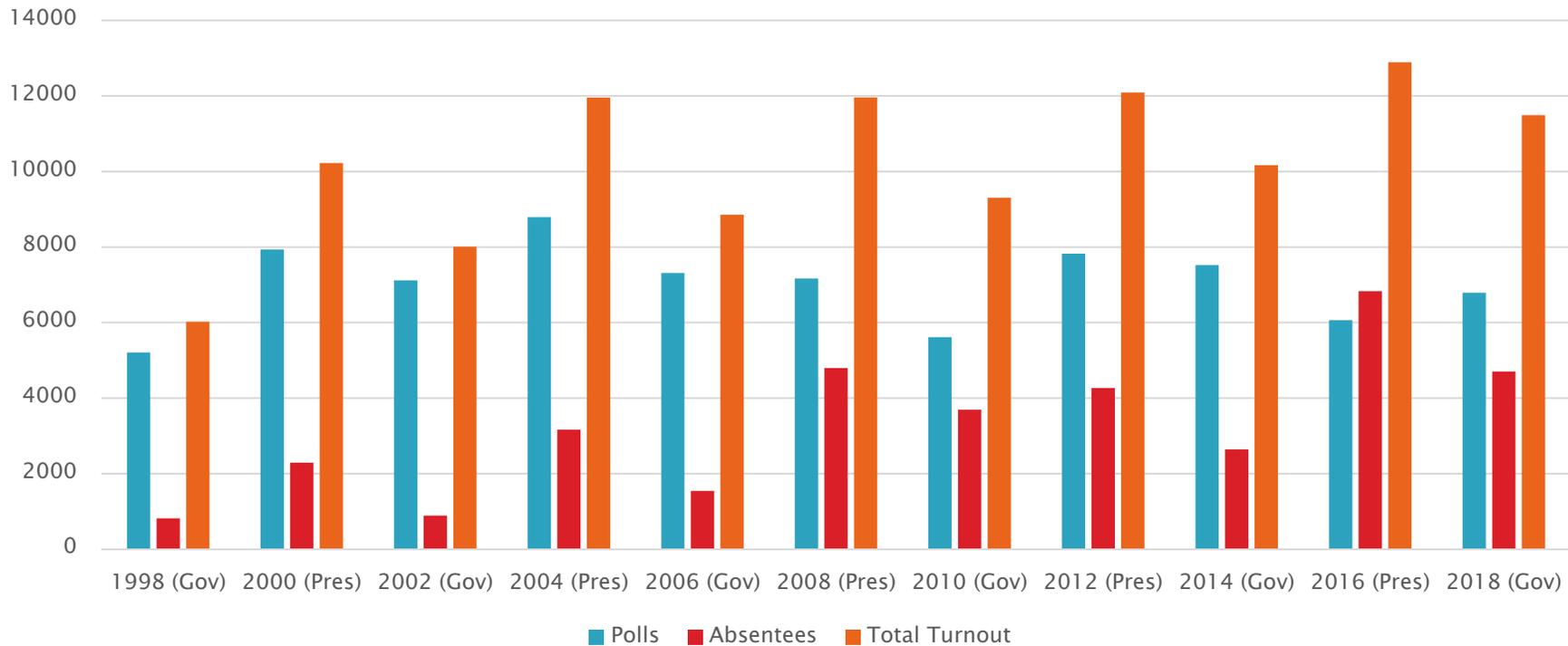
- ▶ In 2018 held both June Primary/State Question/School Budget Validation AND November Gubernatorial/Municipal Elections
  - ▶ Preparation begins 3 months prior and includes:
    - Election Workers for absentees and Election Day
    - municipal ballot creation and proofing of state and municipal ballots
    - Preparing for and holding Election worker training
    - Testing ballots
    - Preparing supplies for polls
    - Nursing home absentee voting
    - Respond to many, many election related questions
    - Absentee voting – fulfilling in person, phone and electronic requests
- 

# Election Stats 2018

- ▶ Issued Absentees ballots (1100+ for June and 4900+ for November)
- ▶ Processed 1955 new voters, 1663 changes, and 1219 cancelled/moved voters
- ▶ Recorded voter participation for two elections
- ▶ Certified 850+ petitions (citizen initiative and candidate)

# Election Results History

November Even Years

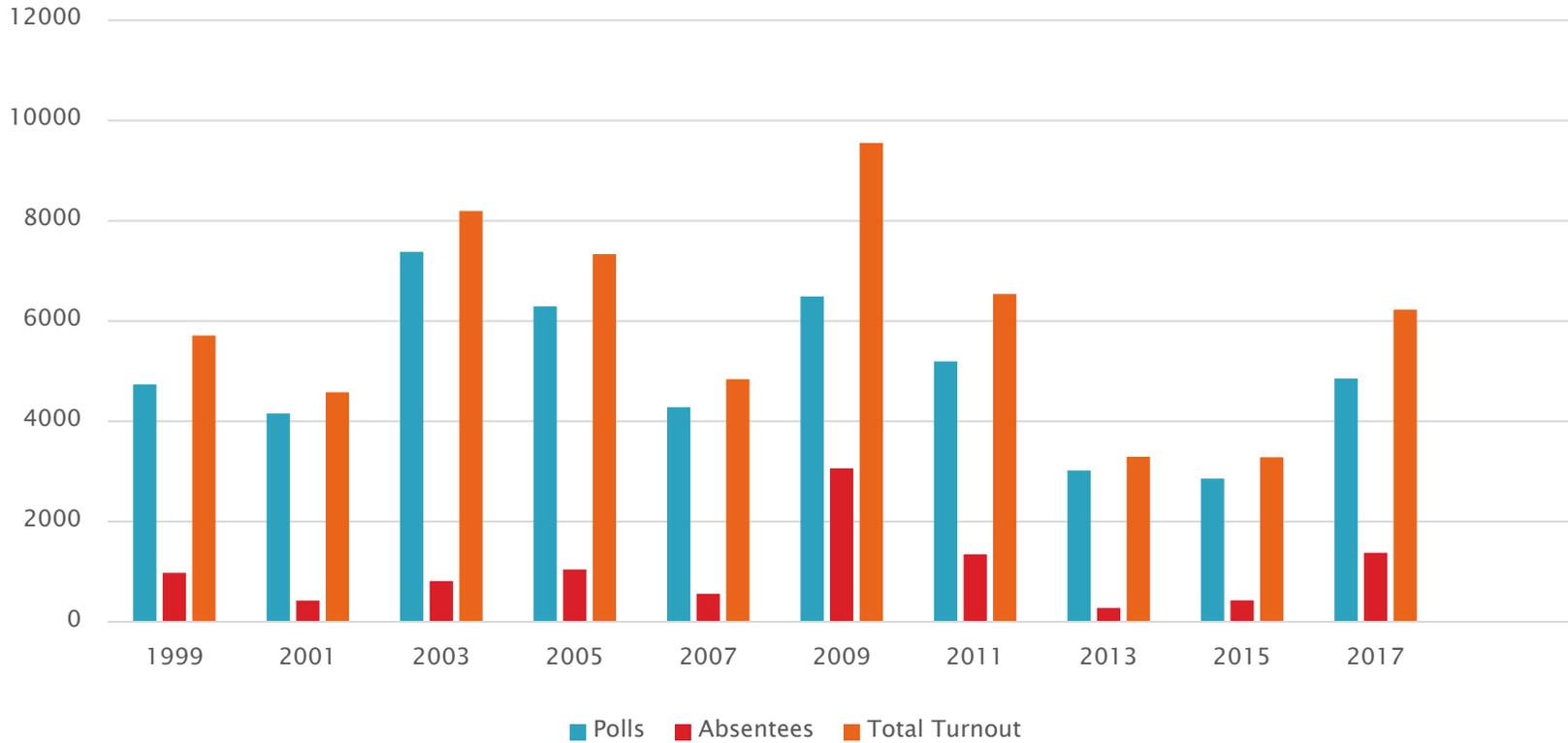


Absentees	
2018 (Gov)	4701
2016 (Pres)	6830
2014 (Gov)	2641
2012 (Pres)	4265
2010 (Gov)	3689

2008 (Pres)	4794
2006 (Gov)	1541
2004 (Pres)	3165
2002 (Gov)	888
2000 (Pres)	2289
1998 (Gov)	816

# Election Results History

Election Results Odd Years



Absentees				
2017	1376		2007	557
2015	428		2005	1042
2013	275		2003	813
2011	1345		2001	422
2009	3061		1999	974

# Challenges facing our staff

- Retirement of Deputy Town Clerk in 2020
- Transition planning –Training Part-time
- New Responsibilities including Marijuana Licensing and Special Events Applications
- Continued growth of absentee ballots (extended hours, electronic requests growing and more time consuming)
- 2020 – possible March Presidential Primary, as well as party caucus' along with June election and November Presidential
- Shellfish licensing continues to evolve

# Request for Additional Hours for Part-Time Persons

- ▶ 2001 Staffing levels was 4 full-time and part time registrar with 800 hours
- ▶ 2008 4 Full-time
- ▶ 2015 - 3 full-time and help 2-3 days per week
- ▶ 2018 - 3 full-time and 2 part-time 15 hours a week
- ▶ 2019-20 - 3 full-time, one 28+hours, one 15+ hours
- ▶ 2020 - goal after retirement of Deputy is to get back to 4 full-time only

