

Town of Brunswick



Brunswick
maine

Town Clerk Department
2025-26 Budget Presentation

Town Clerk Priorities



Ensure that Elections are managed well.



Ensure compliance with state laws and local ordinances regarding vitals, licensing, and elections.



Provide great customer service to residents of Brunswick and other town departments.

Town Clerk 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)

Town Clerk Responsibilities

Oversees Town Mall & Special Event Permits

Maintain webpages for Town Clerk, Town Council, Several Boards & Committees, and assists with other departments

Maintain Board & Committees Information and Database

Provide staff support for Appointments Committee, Shellfish Committee and RCWC

2025-26 Proposed Budget

**Projected Expenditures -
\$587,314**

Decrease of \$27,144
Primarily in the elections budget

**Projected Revenues -
\$183,381**

Decrease of \$206
Primarily with license fees

Licenses & Permits Breakdown

Dogs

Marriages

Various
Business
Licenses

Food Service
& Liquor
Licenses

Hunting &
Fishing
Licenses

Shellfish
Licenses

Mooring
Permits

Cannabis
Licenses

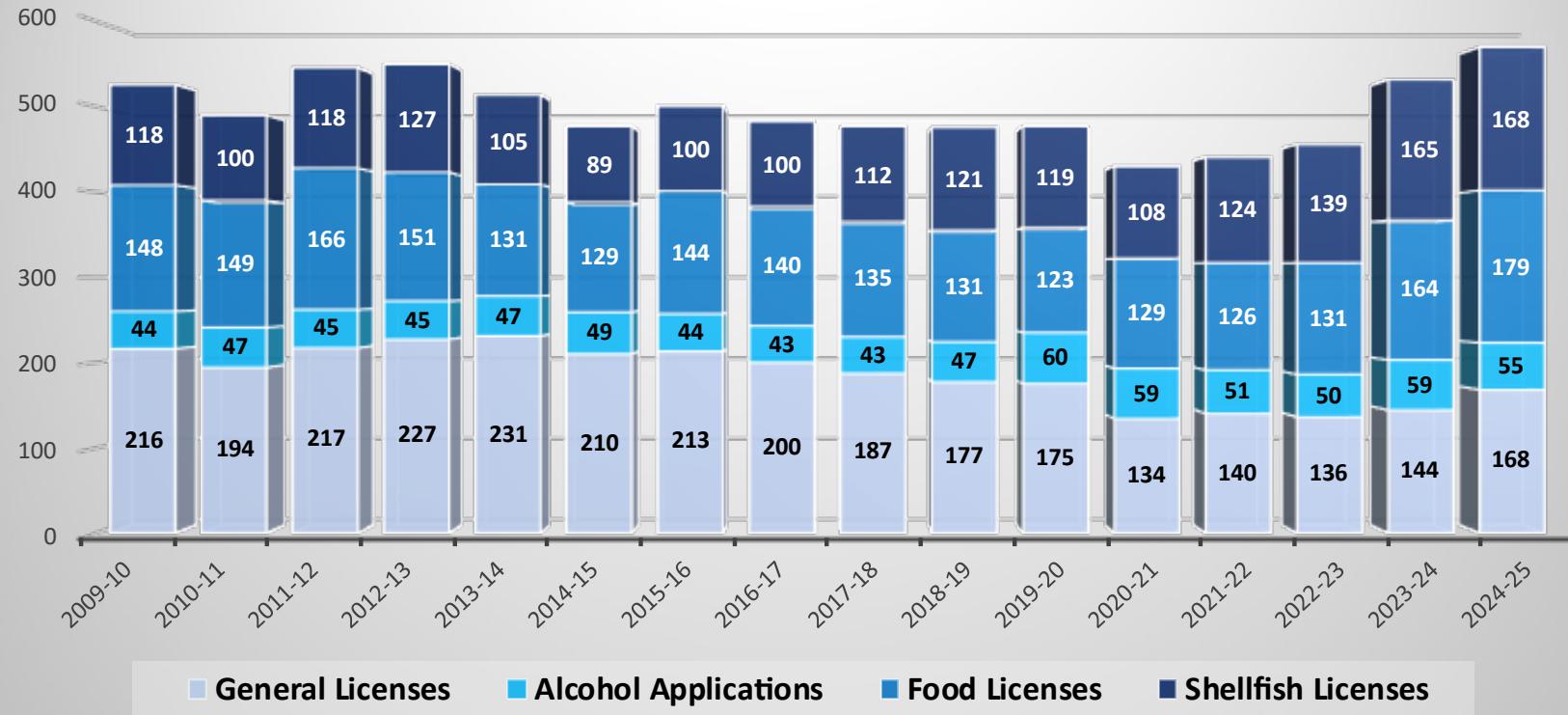
Transactions in 2024

- Issued 402 Business Licenses
- Issued approx. 4,100 Certified Vital Records
 - *Double from 2023*
- Issued 129 Marriage Licenses
- Issued 1944 Dog Licenses
- Issued 168 Shellfish Licenses
 - *Recreational & Commercial*

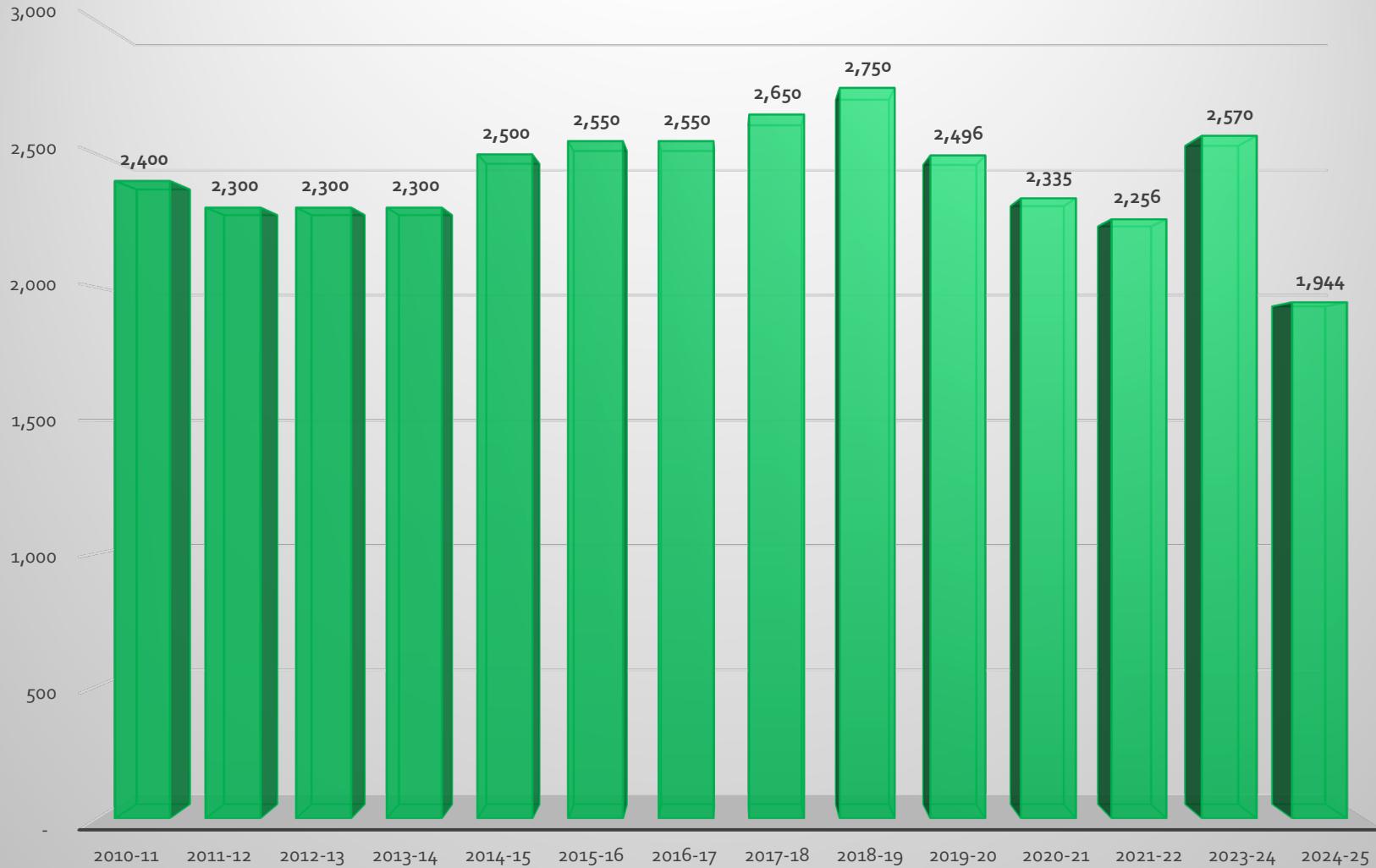
Transactions in 2024

- Issued 255 Hunt & Fish Licenses
- Issued 322 Moorings
- Paid Notary Transactions – 150+
- Reviewed 124 Town Mall & Special Events applications

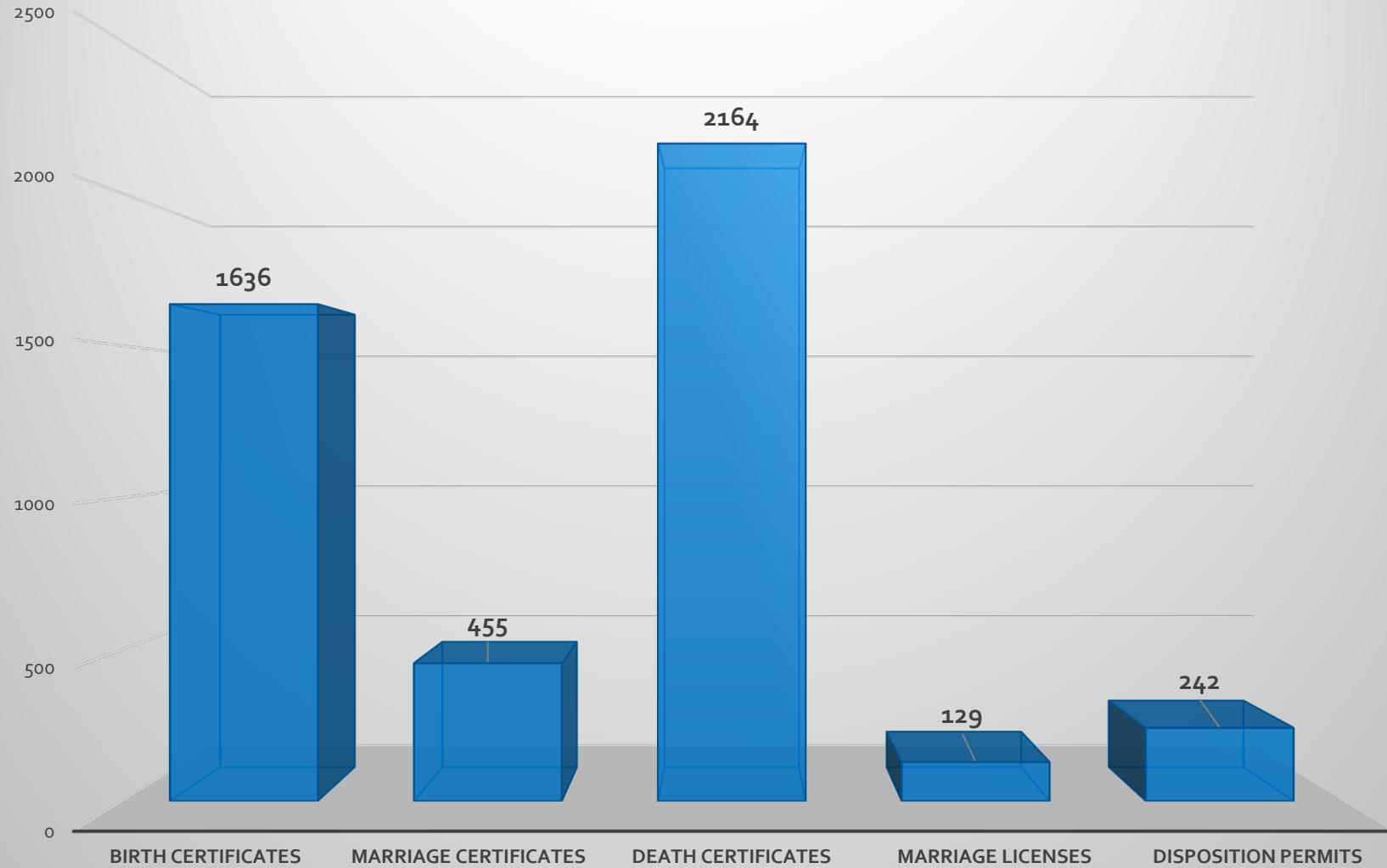
Licenses Issued



Dog Licenses



2024 Vital Records



Business Licenses

Alcohol Application	55	Innkeepers	12
Amusement Devices	2	Junkyard	1
Automobile Graveyard	1	Town Mall (Food & Farmer)	7
Bazaar (Annual)	1	Cannabis:	21
Bazaar (1-3 Day)	3	Adult Use	10
Bowling Alleys & Billiards	4	Medical	11
Commercial Vehicle	23	Pawnbroker	2
Flea Market	2	Peddlers	7
Food Service:	179	Pawnbroker/Secondhand	18
Spirits, Malt & Vinous	40	Sellers on Public Sidewalk	9
Malt & Vinous Only	14	Tattoo	4
Sit Down – No Alcohol	34	Taxicab	7
Mobile/Take Out	52	Taxi Driver	27
Temporary	39	Theater	2

Elections

In 2025 there will be 2 elections – June School Budget Referendum & Special School Board At-Large, and the November State & Municipal Election

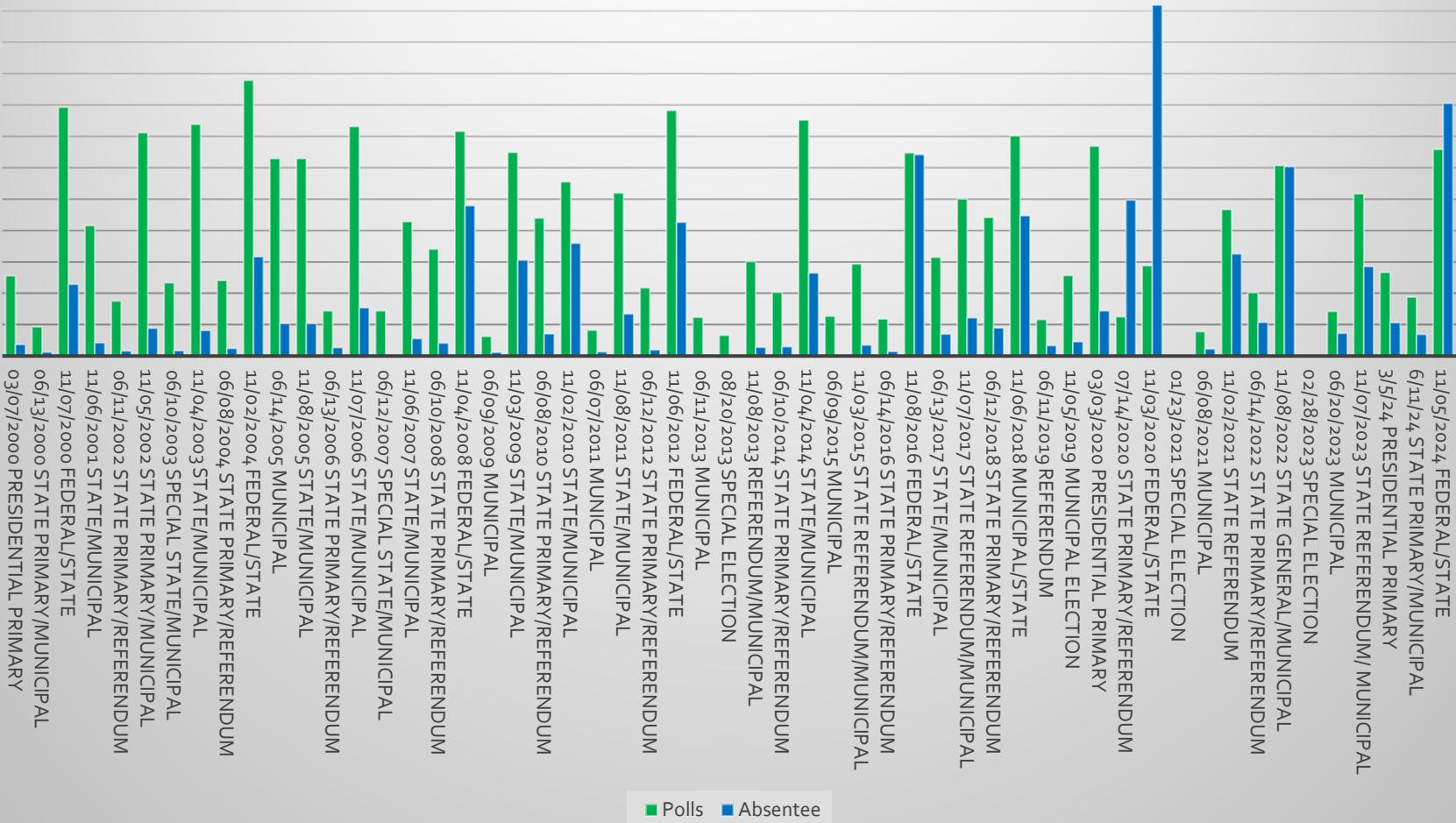
- Preparation begins 3 months prior and includes:
 - Getting election workers for Absentees & Election Day
 - Preparing for and holding Election worker trainings
 - Creating & Testing ballots
 - Responding to many, many election related questions
 - Conducting Absentee Voting

2024 Elections

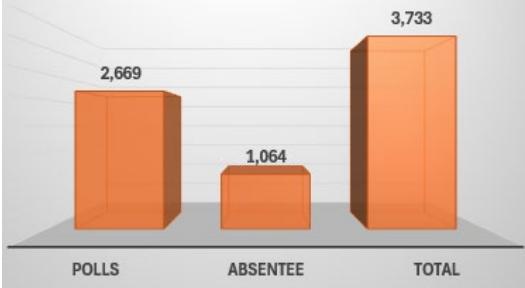
The Town Clerk's Office conducted 3 elections in 2024, supported by 103 election workers who participated in 10 separate training classes. Most workers assisted in more than one election, helping with absentee voting, processing, visiting skilled nursing facilities and working election day.

- 55 Days of Absentee Voting Available
- 11 Days of Absentee Processing
- 36 Hours of Election Training, conducted or received from the State
- 20 Hour work-day for the November 5th Election

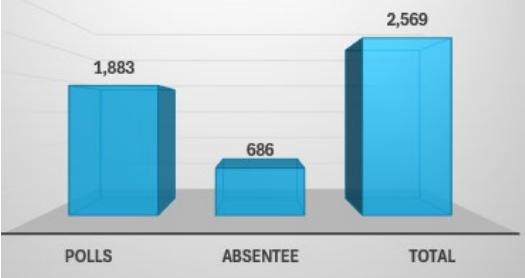
2000-2024 Election Totals



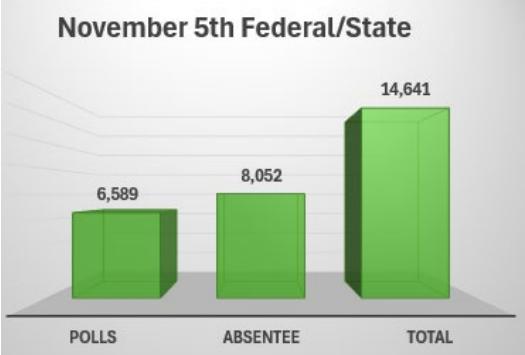
March 5th Presidential Primary



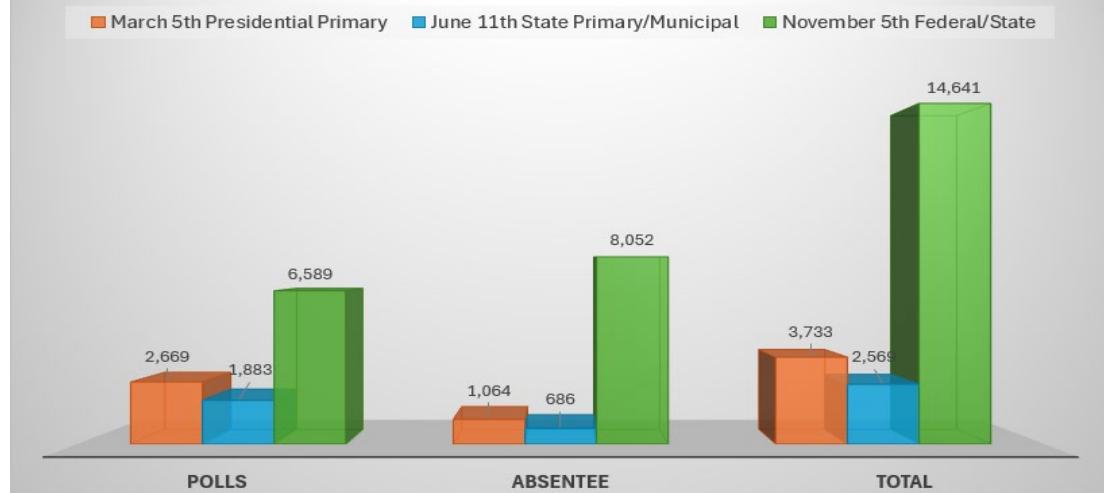
June 11th State Primary/Municipal



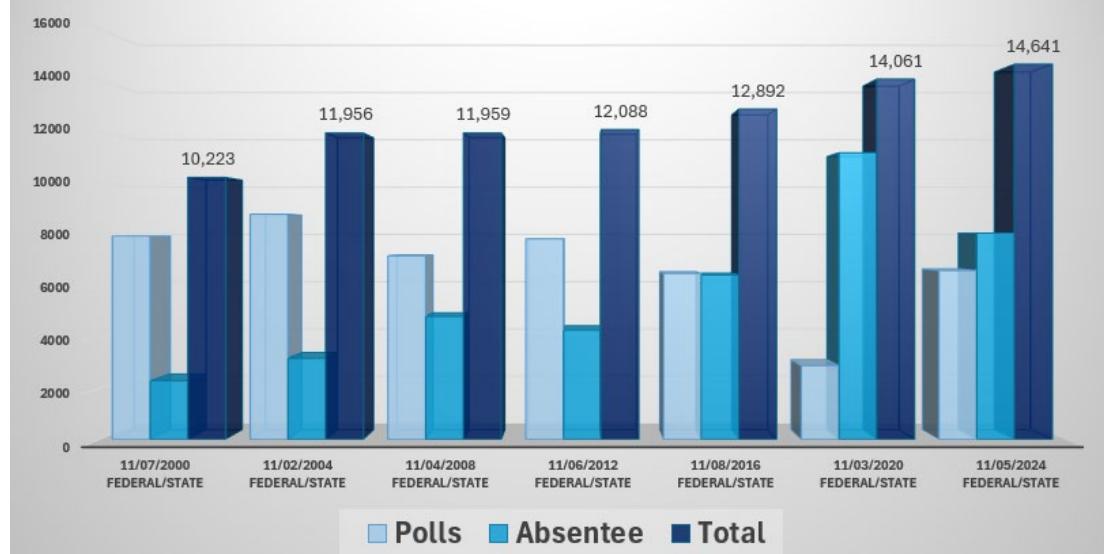
November 5th Federal/State



2024 Elections



2000-2024 Presidential Elections



2024 Accomplishments



3 Major Elections



Updated Shellfish Ordinance



New Maine Dog Registration Database



New Mooring Database



New State Alcohol Application Process



Digitalize Road Book Database

Staff Challenges

- New State of Maine Central Voter Registration System
- New State of Maine Ballot Tabulating Machines

Potential Election Law Changes

- Citizen Initiatives “An Act to Require an Individual to Present Photographic Identification for the Purpose of Voting”
- Executive Order requiring proof of citizenship
- H.R.22 SAVE Act

2025 Goals

- Digitalize Permanent Records
 - Including past Meeting Minutes, Town Records, & Vital Records
- Update Chapter 10 – Licenses & Business Regulations
- Audit Voter Registration Records

Citizen Access

How services are provided:

We are working towards creating citizen access to request the following during closed hours:

- Vital Records
- Dog Licenses

These are the only items that must be conducted in person:

- Shellfish Licenses
- Marriage Licenses
- Notary (non required service)