

# **Town of Brunswick**

## **Town Clerk Department**

### **2024-25 Budget Presentation**

# Priorities:

- ▶ Ensure that Elections are managed well including the 2024 Presidential Election
- ▶ 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



# 2024-25 Proposed Budget

- ▶ Projected Expenditures - \$612,846  
(increase of \$34,389 – primarily staff wages and benefits)
- ▶ Revenues Projected - \$183,587  
(Increase of \$10,376)

# 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 Mall/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
- ▶ Cannabis Establishments

# Transactions 2023

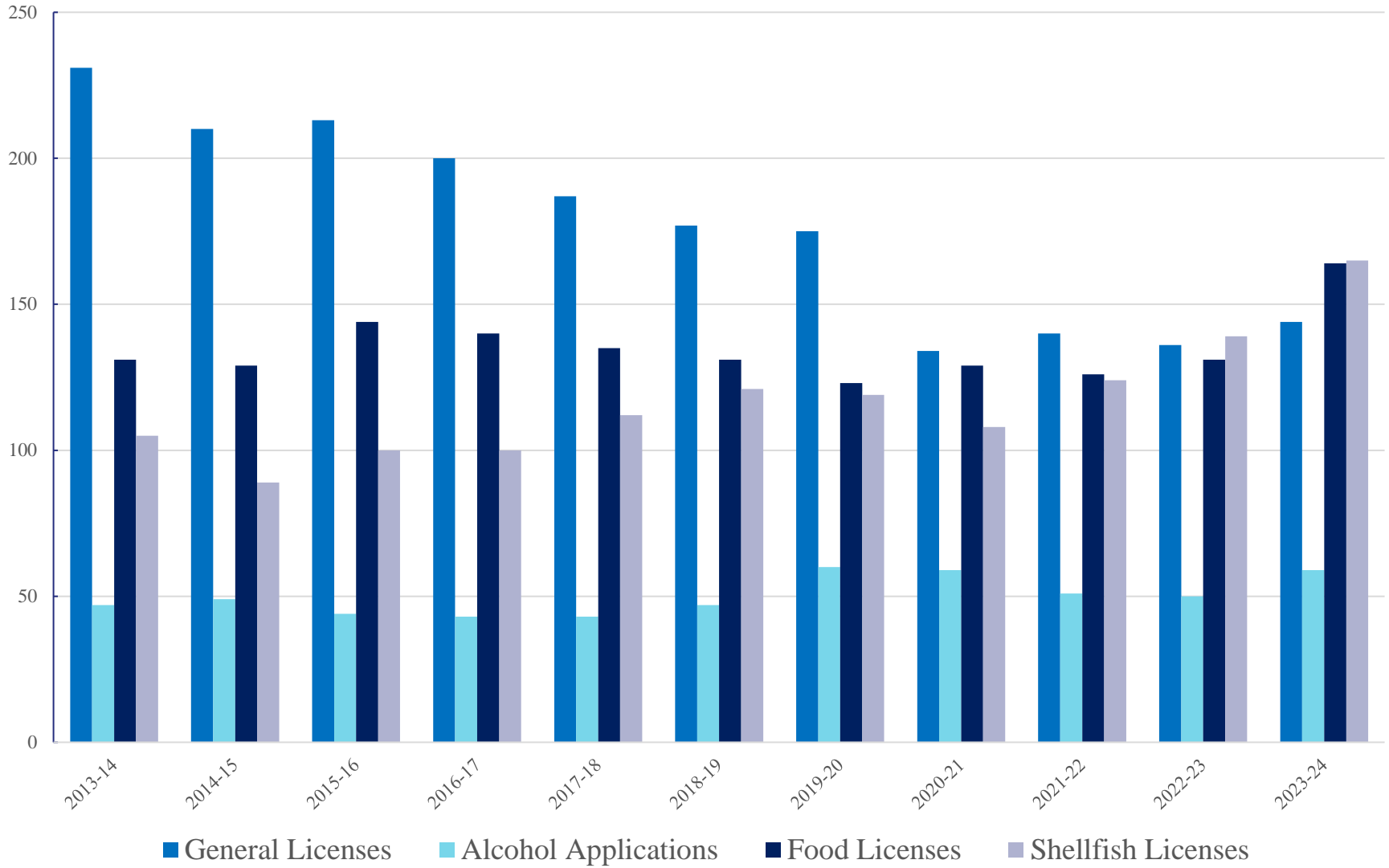
- ▶ Issued 399 Business Licenses
- ▶ Issued approx. 2,400 Cert. Vital Copies
- ▶ Issued 106 Marriage Licenses
- ▶ Issued 2,570 Dog Licenses
- ▶ Issued 167 Shellfish Licenses, both  
Recreational & Commercial

# Transactions 2023

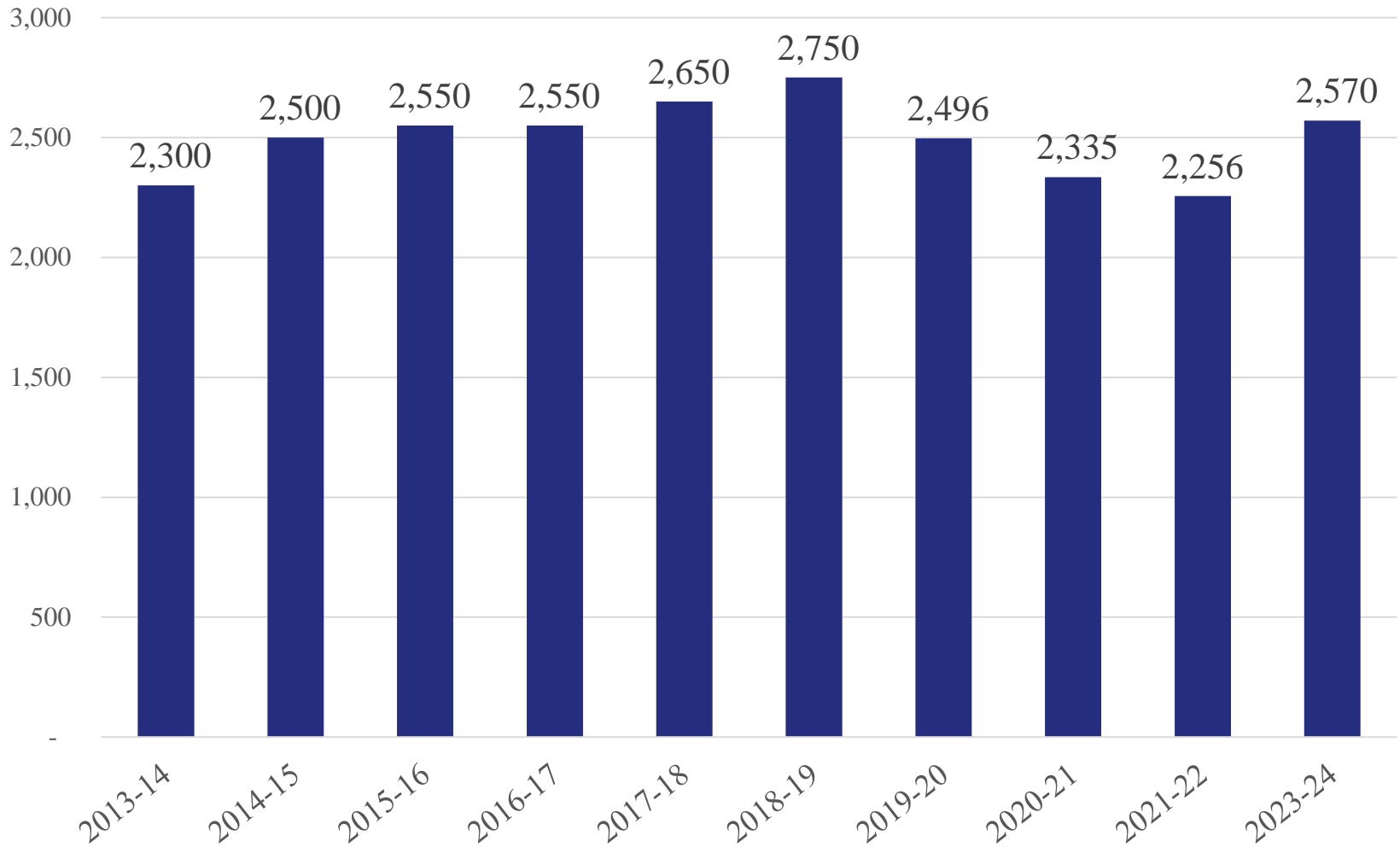
- ▶ Issued 295 Hunt/Fish Licenses
- ▶ Issued 323 Moorings
- ▶ Paid Notary Transactions – 150+
- ▶ Reviewed 90+ app for Mall/Special Events



## Town Clerk- Licenses Issued



# Dog Licenses



# Business Licenses

Alcohol Application	59	Innkeepers	12
Amusement Devices	2	Junkyard	1
Automobile Graveyard	1	Town Mall (Food & Farmer)	7
Bazaar (Annual)	2	Cannabis:	16
Bazaar (1-3 Day)	5	Adult Use	7
Bowling Alleys & Billiards	2	Medical	9
Commercial Vehicle	29	Pawnbroker	2
Flea Market	2	Peddlers	5
Food Service:	164	Pawnbroker/Secondhand	17
Spirits, Malt & Vinous	40	Sellers on Public Sidewalk	11
Malt & Vinous Only	16	Tattoo	2
Sit Down – No Alcohol	32	Taxicab	8
Mobile/Take Out	52	Taxi Driver	32
Temporary	24	Theater	2

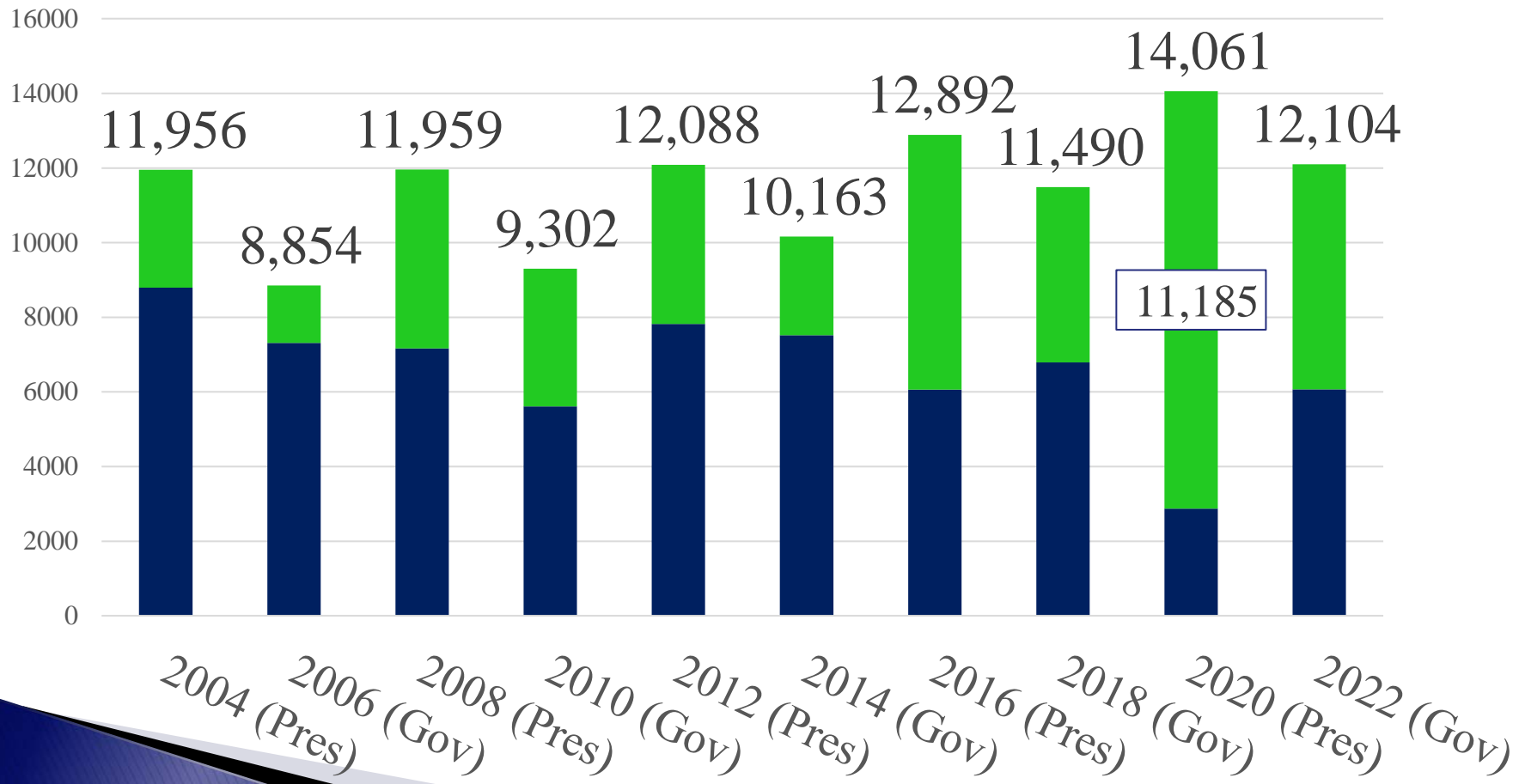
# Elections

- ▶ In 2024, the Town will have 3 elections – March Presidential Primary, June Primary/School Budget/Region 10 Question
- ▶ Preparation begins 3 months prior and includes:
  - Getting election workers for absentees and Election Day
  - Preparing for and holding Election worker training
  - Creating and Testing ballots
  - Preparing supplies for polls
  - Responding to many, many election related questions
  - Conducting Absentee voting (in person, phone and electronic requests and at nursing homes)

# Election Results History

## Brunswick Election Turnout November Even Years

■ Polls  
■ Absentees



# Election Results History

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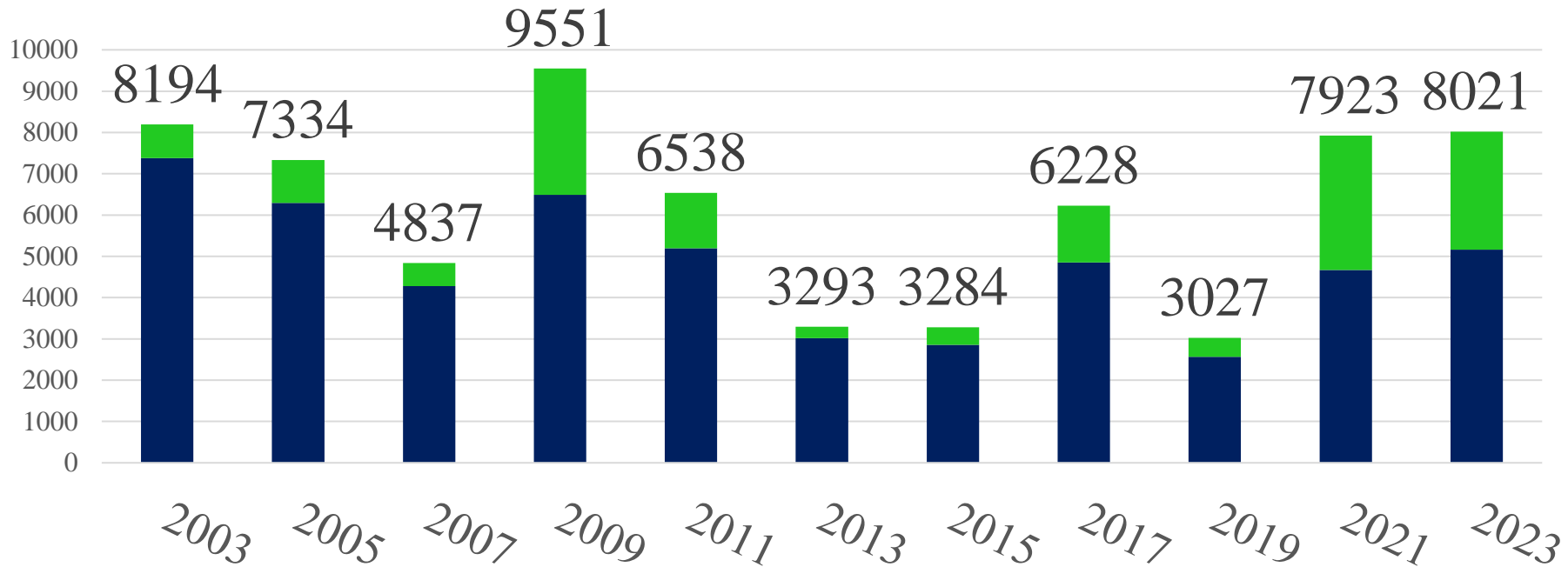
<b>Election Year</b>	<b>Polls</b>	<b>Absentees</b>
2000 (Pres)	7934	2289
2002 (Gov)	7117	888
2004 (Pres)	8791	3165
2006 (Gov)	7313	1541
2008 (Pres)	7165	4794
2010 (Gov)	5613	3689
2012 (Pres)	7823	4265
2014 (Gov)	7522	2641
2016 (Pres)	6062	6830
2018 (Gov)	6789	4701
2020 (Pres)	2876	11185
2022 (Gov)	6069	6035

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# Election Results History

## Brunswick Election Turnout November Odd Years

■ Polls  
■ Absentees



# Election Results History

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<b>Election Year</b>	<b>Polls</b>	<b>Absentees</b>
2001	4155	422
2003	7381	813
2005	6292	1042
2007	4280	557
2009	6490	3061
2011	5193	1345
2013	3018	275
2015	2856	428
2017	4852	1376
2019	2570	457
2021	4670	3253
2023	5165	2856

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# Staff Challenges

- ▶ Presidential Election and trying to maintain level of services for other things that we do.
- ▶ Providing support to Council and Staff as we go through a transition year with a new Town Manager