

Town of Bedford, New Hampshire
 Calendar Year 2021 Budget
 January 1, 2021 - December 31, 2021

ELECTIONS BUDGETS

Appropriations by Function

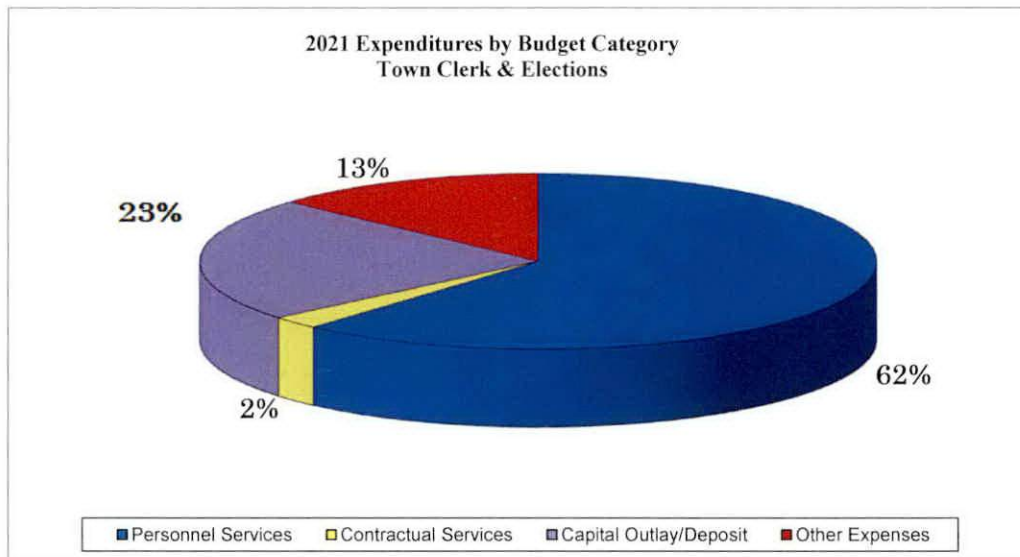
Function	Description	2019 Prior Year Actual	2020 CY Budget as Adopted	2021 Department Proposed	2021 Town Manager Proposed	Dollar Change	% Change
10 General Fund							
10010208	Elections	3,104	23,002	40,004	40,003	17,001	73.91%
10010206	Voter Registration	6,481	28,121	22,729	22,729	(5,392)	-19.17%
10010210	Town Clerk	81,975	94,719	87,614	87,613	(7,106)	-7.50%
Total for Division		\$ 91,560	\$ 145,842	\$ 150,347	\$ 150,345	\$ 4,503	3.09%

Appropriations by Budget Category

Description	2019 Prior Year Actual	2020 CY Budget as Adopted	2021 Department Proposed	2021 Town Manager Proposed	Dollar Change	% Change
Personnel Services	77,267	116,519	92,525	92,523	(23,996)	-20.59%
Contractual Services	1,195	3,175	3,500	3,500	325	10.24%
Capital Outlay/Deposit	-	100	34,600	34,600	34,500	34500.00%
Other Expenses	13,100	26,048	19,722	19,722	(6,326)	-24.29%
Total - Elected	\$ 91,560	\$ 145,842	\$ 150,347	\$ 150,345	\$ 4,503	3.09%

Department Revenues

Description	2019 Prior Year Actual	2020 CY Budget as Adopted	2021 Department Proposed	2021 Town Manager Proposed	Dollar Change	% Change
10010210 Town Clerk	44,463	34,900	34,900	36,400	1,500	4.30%
Total Department Revenues	\$ 44,463	\$ 34,900	\$ 34,900	\$ 36,400	\$ 1,500	4.30%



TOWN CLERK

Sally Kellar

Mission Statement: To meet all statutory obligations with respect to elections, records, licenses in an efficient and timely manner.

Program Description/Major Service Areas:

- Serves as custodial of Town Records, supervises the recording and reporting of vital statics (births, marriages, deaths). Responsible for the systematic indexing, printing, publication, and maintenance of the ordinances of the Town and Town Charter. Certifies copies of records for the general public.
- Supervises the issuance of vital records and dog licenses in accordance with State laws.
- Arranges for municipal, State and national elections, oversees the maintenance of all election records, prepares ballots and political calendar.
- Submit reports regarding departmental activity or other reports as required. Oversee the production and distribution of the Annual Town Report.

Program Broad Goals:

- To issue, record, file and maintain documents in an organized and user friendly manner.
- To be available to answer related questions, or direct to the appropriate resources for contact information.
- To provide general service to the Bedford community and the general public at a respectable level.

2021 Program Objectives:

- Continue training on Election Net and the Vital Record software program.
 - Oversee and implement Town Clerk pages of the town-wide website.
 - Update Codes with ECODE when necessary.
 - To keep current with emerging knowledge relevant to the duties of the office by attending the New Hampshire and regional conference, as well as relevant training opportunities.
 - Stay current on legislative changes which will have an effect on the Town Clerk's Office and/or Town of Bedford.
 - To review, revise and make suggestions on updating voting materials and vital records.
 - Work closely with the moderator and the Supervisors of the Checklist to be sure the elections run smoothly and efficiently. There will be 1 election in 2021
 - Continue educating dog owners on proper and timely dog licensing procedures.
 - Continue working with the Town Council and Manager to find ways to better communicate with the residents of Bedford.
 - Continue working with the cemetery trustees to ensure the Bedford owned cemeteries are well maintained and available to the residents.
 - Begin to transfer a copy of Town Clerk Records into DocStar document management program.
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Program Summaries – Elected

TOWN CLERK

Performance Measures:

Description	2019 Actual	2020 Estimate	2021 Estimate
Dog Licenses Issued	3,960	3,850	3,850
Marriage Licenses Issued	98	90	90
Certified Copies Issued	716	550	550
# Registered Voters	17,589	18,120	17,600

Summary Expenditures By Type:

	2019 Actual	2020 Adopted	2021 Department	2021 Manager
Personnel Services	68,638	71,559	69,154	69,153
Contractual Services	1,195	3,175	3,500	3,500
Capital Outlay	0	0	400	400
Other Expenses	12,142	19,985	14,560	14,560
Total Program Budget	81,975	94,719	87,614	87,613

Program Staffing:

#	Position	FTE
1 FT	Town Clerk (elected)	1.0
	Total Program FTE	1.0

SUPERVISORS OF THE CHECKLIST

Beverly Yuksel, Chairperson; Barbara Chagnon, Hugh Donovan

Mission Statement: To maintain an accurate and current voter registration “*Checklist*” in order to comply with Election Laws as mandated by the State of NH.

Program Description/Major Service Areas:

- Voter Registration:
 - Verify qualifications of applicants for approval
 - Nursing Home registration and Absentee Ballot request events
 - High School registration and Absentee Ballot request events
 - Research and entry of voters into ElectioNet
 - Regular legal sessions to approve voters
 - Extended voter registration hours outside of Town Office business hours prior to elections
- Maintain Checklist
 - Update voter records to reflect accurate name, address and party changes
 - Removal of registered voters who have moved out of Bedford
 - Removal of registered voters whose names appear on the Vital Records Report (death)
 - Inform Secretary of State in each state of voters who have registered in Bedford
 - Send 30-day Letters to remove voters - based on returned Auto Tag letters
 - Hold sessions to approve changes to checklist – additions, deletions and changes
 - Post checklists and sessions as mandated by the State
 - Research possible Duplicate Voters and remove duplicate records
- Elections
 - Be in attendance for all elections
 - Verify signatures on Petitions and Nomination Papers
 - Attend Budgetary Town Meeting and School Deliberative Session
 - Provide checklists for the Ballot Clerks based on Moderator specifications
 - Run Tally Reports in order to complete Election Reports required by the SOS
 - Scan voters in State Election History (HAVA) from the marked checklist
 - Return Undeclared Voters to original party after Primary Elections
- Records Retention

Program Goals:

- Training to keep up with changes to HAVA
- Draft policies and procedures for all duties and responsibilities and review/update on a quarterly basis.

	2019	2020	2021	2021
	Prior Year	CY Budget	Department	Town Manager
Description	Actual	as Adopted	Proposed	Proposed
Personnel Services	6,000	27,144	18,793	18,793
Contractual Services				
Capital Outlay/Deposit				
Other Expenses	481	977	3,936	3,936
Voter Registration	\$ 6,481	\$ 28,121	\$ 22,729	\$ 22,729

TOWN MODERATOR

William Klein

Mission Statement: To provide the voters of our community with the most efficient and convenient voting scenario available.

Program Objective:

- To achieve the above stated goal and additionally fulfill the requirements, in exemplary fashion, of the State of New Hampshire and the United States of America.

	2019	2020	2021	2021
	Prior Year	CY Budget	Department	Town Manager
Description	Actual	as Adopted	Proposed	Proposed
Personnel Services	2,627	17,816	4,578	4,577
Contractual Services				
Capital Outlay/Deposit	-	100	34,200	34,200
Other Expenses	477	5,086	1,226	1,226
Elections	\$ 3,104	\$ 23,002	\$ 40,004	\$ 40,003