

Town Clerk Responsibilities

1. Election Administration

The town clerk is responsible for administering local, state, and federal elections within the municipality. This includes preparing for elections, processing ballots, maintaining election records, and ensuring that election procedures comply with Vermont law. The clerk often serves as a primary resource for voters seeking information about voting, absentee ballots, and election schedules.

2. Voter Registration and Checklist Maintenance

The town clerk maintains the town's voter checklist and processes voter registration applications. Responsibilities include verifying eligibility, administering or confirming the voter oath, updating voter information, and assisting the Board of Civil Authority with voter-list maintenance activities.

3. Recording Land Records and Deeds

The clerk records and preserves deeds, mortgages, easements, liens, and other documents affecting property ownership. These records provide the official legal history of real estate transactions within the town and must be maintained accurately and permanently for public access and legal reference.

4. Maintaining Vital Records

Town clerks maintain official vital records such as birth, death, marriage, and civil union records. These records are essential for legal identification, genealogy, public administration, and state reporting requirements. The clerk ensures that these records are properly filed, protected, and available to authorized individuals.

5. Recording Town Meeting Proceedings

The clerk records and preserves the official proceedings of annual and special town meetings. These records provide the permanent legal documentation of actions taken by voters and municipal officials, including budgets, appropriations, ordinances, and other town business.

6. Issuing Licenses, Registrations, and Certified Copies

Town clerks issue various licenses, permits, registrations, and certified copies of official records as authorized by state law. They ensure that applications are processed correctly, fees are collected when required, and records are maintained for future reference.

7. Public Records Management

The clerk serves as a primary steward of municipal land records and is responsible for ensuring compliance with Vermont's Public Records Act. This includes organizing land records, preserving historical documents, and providing lawful public access to land records while protecting confidential information when required by law.

8. Responding to Public Records Requests

As one of the custodians of municipal records, the clerk works with the Town Manager and other custodians to process requests from members of the public seeking access to government documents. These custodians, in consultation with the town manager, must determine what records are available, coordinate retrieval of documents, apply appropriate fees when permitted, and respond within legal deadlines.

9. Service on the Board of Civil Authority (BCA)

The clerk serves as both a voting member and the clerk of the Board of Civil Authority. The BCA conducts election-related activities, manages voter checklist issues, and hears property tax assessment appeals. The clerk helps organize meetings, maintain records, and support the board's work.

10. Service on the Board of Abatement (BOA)

The town clerk is a voting member of the Board of Abatement, which has authority to reduce or forgive certain taxes, fees, interest, and municipal charges when statutory criteria are met. The clerk participates in hearings and decisions regarding requests for abatements.

11. Supervision of Assistant Town Clerks

The town clerk appoints and supervises one assistant town clerk. This assistant helps perform recording, filing, licensing, and other clerical duties. The clerk is responsible for directing their work and remains accountable for their official actions.

12. Administration of Oaths and Acknowledgments

Town clerks are authorized to administer certain oaths and affirmations required by law and, in some circumstances, acknowledge legal documents. This authority supports election administration, public office qualification, and various legal transactions.

13. Records Preservation and Compliance

The clerk must maintain land records according to statutory requirements and accepted records-management practices. This includes protecting permanent records, ensuring proper indexing and organization, and preserving documents so they remain accessible and legally reliable over time.

14. Required State and Municipal Filings

The clerk is responsible for submitting various reports, certificates, and official filings required by state law. Examples include filing certificates of election or appointment and reporting the name of the town treasurer to the State Treasurer. These filings help ensure municipal compliance with state requirements.

Town Clerk's Office

2026

Account		Budget	Budget Notes
01-02 Licenses, Permits & Fees			
01-02-15-00.01	Liquor License	1,100.00	
01-02-15-00.02	Fish & Game	100.00	
01-02-15-00.03	Dog Licenses	1,200.00	
01-02-15-00.04	Other Licenses	500.00	
01-02-15-00.06	Motor Vehicle Reg.	200.00	
01-02-18-00.01	Planning/Zoning	6,000.00	permit fees
01-02-18-00.02	Short Term Rental Fee	35,000.00	This gets paid out to housing fund
Total Permits & Fees Revenue		44,100.00	
01-03 General Govt.			
01-03-15-00.11	Recording Fees	30,000.00	
01-03-15-00.17	911 House Numbers	50.00	
01-03-15-00.18	Clerk Fees	6,500.00	copy fees, certified fees, trash stickers, dmv fees
01-03-15-00.19	Miscellaneous	2,500.00	
01-03-15-00.41	Tax Sale Admin.	2,000.00	We have 3 tax sales so far this year
01-03-15-00.70	Solar Field Rent	-	
01-03-15-00.71	Insurance Refund	-	
01-03-15-01.51	Interest Income Other	-	
01-03-15-01.53	Income - Interest	65,000.00	
01-03-15-02.00	water/sewer Admin Exp	19,000.00	
Total Government Revenue		125,050.00	
General Government Expenses:			
Town Administration Expense			
01-10-15-10.00	Elections Payroll	1,000.00	3 elections this year
01-10-15-10.01	Payroll	245,000.00	3 FT, 1 PT Finance, Minutes
01-10-15-10.11	Treasurer	4,404.84	
01-10-15-11.00	Social Security	19,952.39	
01-10-15-13.00	Workers' Comp		
01-10-15-14.00	Medical Insurance	46,651.00	
01-10-15-15.00	STD, LTD, Life insuran	1,700.00	
01-10-15-16.00	Retirement	14,800.00	
01-10-15-21.00	General Supplies	11,000.00	
01-10-15-21.01	911 House Numbers	-	
01-10-15-21.02	Elections Expense	2,000.00	3 elections this year
01-10-15-22.00	Training	3,700.00	NE Clerks conference; various trainings throughout the state
01-10-15-23.00	Equipment	50,000.00	Leases for copiers, recording software, postage machine purchase
01-10-15-25.00	VT State Treasurer		
01-10-15-26.00	Postage	12,000.00	actual postage used
01-10-15-27.00	Notices	10,000.00	These are legal notices that have be published

