

TOWN OF WATERFORD  
GENERAL FUND  
2023 - 2024 PROPOSED BUDGET

DEPT/AGENCY:

10102

REGISTRARS OF VOTERS

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
<b>PERSONNEL COSTS</b>								
51010	ELECTED OFFICIALS	47,847	47,848			47,848	0	0.00%
51310	VOTER REGISTRATION	3,157	3,500			4,000	500	14.29%
51320	ELECTION ACTIVITIES	11,904	8,470			7,345	(1,125)	-13.28%
51920	F.I.C.A	4,807	4,576			4,528	(48)	-1.05%
	<b>SUBTOTAL</b>	<b>67,715</b>	<b>64,394</b>	<b>0</b>	<b>0</b>	<b>63,721</b>	<b>(673)</b>	<b>-1.05%</b>
<b>SERVICES</b>								
52010	ADVERTISING	0	0			1	1	#DIV/0!
52020	POSTAGE	1,902	1,400			1,800	400	28.57%
52040	SERVICE CONT. & REPAIRS	2,250	2,500			2,500	0	0.00%
52050	DUES, CONF., & EDUCATION	460	1,380			1,680	300	21.74%
52070	REIMBURSABLE EXPENSE	266	376			401	25	6.65%
52080	TELEPHONE	0	0			0	0	#DIV/0!
	<b>SUBTOTAL</b>	<b>4,878</b>	<b>5,656</b>	<b>0</b>	<b>0</b>	<b>6,382</b>	<b>726</b>	<b>12.84%</b>
<b>MATERIALS &amp; SUPPLIES</b>								
53020	OTHER SUPPLIES	6,939	8,153			9,384	1,231	15.10%
	<b>SUBTOTAL</b>	<b>6,939</b>	<b>8,153</b>	<b>0</b>	<b>0</b>	<b>9,384</b>	<b>1,231</b>	<b>15.10%</b>
<b>EQUIPMENT</b>								
54180	VOTING MACHINE		1			1	0	0.00%
	<b>SUBTOTAL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0.00%</b>
<b>DEPARTMENT TOTAL</b>		<b>79,532</b>	<b>78,204</b>	<b>0</b>	<b>0</b>	<b>79,488</b>	<b>1,284</b>	<b>1.64%</b>

**TOWN OF WATERFORD  
FY2024 BUDGET REQUEST  
DEPARTMENT: REGISTRAR OF VOTERS**



**TO: Board of Selectman**

**FROM: Patti Waters, Bigi Ebbin  
Registrar of Voters**

**December 9, 2022**

**TOWN OF WATERFORD  
FY2024 BUDGET REQUEST  
DEPARTMENT: REGISTRAR OF VOTERS**



## **BUDGET FUNCTION**

The Registrars of Voters are responsible for the administration of the election process, the annual canvass and the maintenance of the town's voter database.

The annual canvass of electors is completed each year from January to May as required by law. The information is received from the NCOA (National Change of Address) that is supplied to us by the Post Office. An inactive list of voters is generated naming those voters who have not responded to the annual canvass. Periodically, we do a non-voting canvass to keep our records as accurate as possible. Connecticut is also a member of ERIC (Electronic Registration Information Center) which is an organization that assists states and towns to improve the accuracy of their voter rolls by comparing voter registries and other lists from state agencies such as the DMV. This is done concurrently with the aforementioned NCOA canvass. ERIC is growing and now consists of about 35 states.

The registrars attend ROVAC (Registrars of Voters Association of Connecticut) spring and fall conferences where we receive training and obtain credits towards our required continuing education. Our deputies attend one day so they can learn procedures, as well. We also attend most monthly New London County ROVAC meetings held in Montville and all necessary town meetings.

Before every election, we hire and train thirty to fifty poll workers depending on the needs of that year's election. Our elections run in a two and four year cycle and our budgets are adjusted based on this cycle.

We register voters in person at our office, online through the CT Voter Registration System and online through the DMV.

The current number of registered voters as of 11/30/2022 is 14,501.

Our office hours are Monday through Friday 9:30 to 12:30. Office hours are increased during the busy election months as needed.

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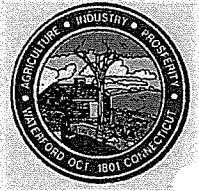
## BUDGET SUMMARY 2024

Please find enclosed the Registrar of Voters' proposed budget for FY 2024. We have worked diligently to make our budget as close to our expenditures as possible without having to ask for more funding throughout the year.

Early voting was approved in the recent 2022 election. At this time it is unclear how it will affect our budget as to additional personnel hours and supplies.

This year we are budgeting for a Municipal election.

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**51010 ELECTED OFFICIALS**

Pursuant to RTM action June 2019 an annual salary for each Registrar is as follows:

\$23,924 x 2 Registrars = \$ 47,848

**51310 VOTER REGISTRATION**

Staff for voter registration sessions, part-time clerical work during the canvass and elections. \$ 4,000

**51320 ELECTION ACTIVITIES**

This budget contains a provision to fund personnel to work the Municipal Election of November 7, 2023. It makes no provision for referenda, primaries, recounts or audits. It also includes reimbursement for conference attendance for Registrars and Deputies and stipend for Moderator Training.

Conference attendance stipend @35.00/day x 4 days x 2 <u>Registrars</u>	\$ 280	
Conference attendance stipend @35.00/day x 1 day x 2 <u>Deputy Registrars</u>	\$ 70	
Stipend for Mandatory Moderator Certification stipend x 7 @\$35	\$ 245	
Head Moderator (1)	\$ 450	
District Moderators 3 @ \$300	\$ 900	
District Asst. Registrars 8 @ \$250	\$2,000	
Official Checkers 4 @ \$250	\$1,000	
Ballot Clerks 4 @ \$225	\$ 900	
Tabulator Tenders 4 @ \$225	\$ 900	
Absentee Ballot Moderator (1)	\$ 125	
Absentee Ballot Counters 4 x 75	\$ 300	
End of Night Reporting	\$ 125	
<u>On Call Personnel for Election</u>	<u>\$ 50</u>	
		\$7,345

**51920 FICA**

7.65% of \$59,193 = \$4,528

**GRAND TOTAL 51000 SERIES: \$63,721**

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**52010 ADVERTISING**

Notices of legal registration sessions and deadlines mandated for publication in a local newspaper \$ 1

**52020 POSTAGE**

Required: All mailings be first class postage. Mailings comprise letters of voter acceptance and any changes a voter has made. This also includes DMV notifications and reports to the Secretary of State. During canvass, there are letters of address verification and any address change service fees. Memory cards for the optical scan machines must be insured and return receipt requested for programming and audits. \$ 1,800

**52040 SERVICE CONTRACTS AND REPAIRS**

Annual cost of maintenance contract for the AccuVote Optical Scan Tabulators/ 10 machines @ \$250 \$ 2,500

**52050 DUES, CONFERENCES AND EDUCATION**

\$160 ROVAC – Dues for 2 Registrars and 2 Deputy Registrars  
\$880 Registrar of Voters Biannual State Conference \$110/day x 8 days  
\$220 Registrar of Voters State Conference (one) \$110/day x 2 Dep. Registrars  
\$420 Training of Election Day Moderators 7 @ \$60 \$ 1,680

**52070 REIMBURSABLE EXPENSES**

\$351 (600 miles x \$.585) Mileage reimbursement for training, conferences, audits in Hartford and meeting attendance, poll set-up  
\$50 for Election Day poll worker, snacks, water \$ 401

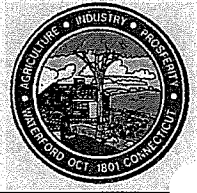
**52080 TELEPHONE**

IT supplies telephones for the polling places \$ 0

**GRAND TOTAL 52000 SERIES:**

**\$ 6,382**

**TOWN OF WATERFORD**  
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**53020 OTHER SUPPLIES**

\$2,384 Programming of Memory Cards for Municipal Election 2023:

12 races @ \$21.00	\$ 252
106 Voting Positions @ \$10.50	\$1,113
5 Districts @ \$21	\$ 105
9 Ballot Style @ \$21	\$ 189
8 Codes @\$35	\$ 280
20 Memory Cards @ \$21	\$ 420
<u>Shipping and handling</u>	<u>\$ 25</u>
<b>TOTAL:</b>	<b>\$2,384</b>

\$ 625 IVS (Integrated Voting System) Ballot Style \$125 per page (towns are required to pay this cost for municipal elections)

4 Districts @\$125	\$ 500
<u>1 EDR</u>	<u>\$ 125</u>
	\$ 625

\$3,625 Ballots for Municipal Election, \$.50 x 7,250 (50% of registered voters as of 11/30/22)

Historical Voter turnout: 2019 41%, 2021 32.6%

\$102 The cost to obtain data NCOA (national change of address) to conduct the annual canvass.

\$2,750 New Registrar Certification	\$1,700
Infoshred (25 x 4)	\$ 100
Election day food for workers	\$ 700
Election supplies (ink and batteries for tabulators,	
<u>Ballot marking pens)</u>	<u>\$ 250</u>
	\$2,750

**GRAND TOTAL 53000 SERIES:**

**\$9,384**

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**54180 VOTING MACHINES**

We are keeping this open due to the Secretary of State indicating we will possibly be using E-Poll books (electronic voter check-in on election day).  
A vendor has yet to be approved.

**GRAND TOTAL 54000 SERIES: \$ 1**

**GRAND TOTAL BUDGET REQUEST: \$79,488**