

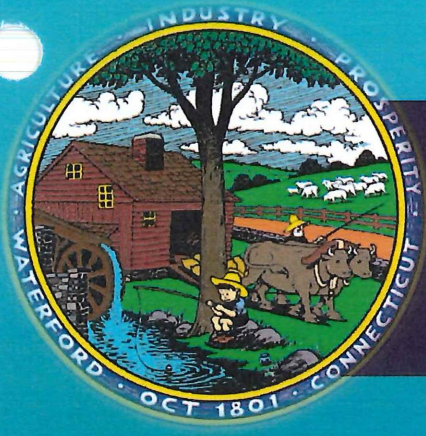
TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET

DEPT/AGENCY:

10102

REGISTRARS OF VOTERS

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	2025-2026 BD OF SELECTMEN APPROVED	2025-2026 BOARD OF FINANCE APPROVED	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS										
51010	ELECTED OFFICIALS	58,552	54,497		34,235	69,325	69,325	69,325	14,828	27.21%
51310	VOTER REGISTRATION	2,043	4,000		3,782	4,200	4,200	4,200	200	5.00%
51320	ELECTION ACTIVITIES	14,650	14,870		23,653	22,860	22,860	22,860	7,990	53.73%
51920	F.I.C.A	5,705	5,613		5,350	7,374	7,374	7,374	1,761	31.37%
	SUBTOTAL	80,950	78,980	0	67,020	103,759	103,759	103,759	24,779	31.37%
SERVICES										
52010	ADVERTISING	0	100		0	0	0	0	-100	0.00%
52020	POSTAGE	1,780	2,050		1,150	2,350	2,350	2,350	300	14.63%
52040	SERVICE CONT. & REPAIRS	2,500	2,250		1,250	5,040	5,040	5,040	2,790	124.00%
52050	DUES, CONF., & EDUCATION	1,080	1,710		910	1,920	1,920	1,920	210	12.28%
52070	REIMBURSABLE EXPENSE	1,234	1,142		557	1,075	1,075	1,075	-67	-5.87%
	SUBTOTAL	6,594	7,252	0	3,867	10,385	10,385	10,385	3,133	43.20%
MATERIALS & SUPPLIES										
53020	OTHER SUPPLIES	11,650	10,293		9,916	7,111	7,111	7,111	-3,182	-30.91%
	SUBTOTAL	11,650	10,293	0	9,916	7,111	7,111	7,111	-3,182	-30.91%
EQUIPMENT										
54180	VOTING MACHINE				0	0	0	0	0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0	0.00%
	DEPARTMENT TOTAL	99,194	96,525	0	80,803	121,255	121,255	121,255	24,730	25.62%



REGISTRAR OF VOTERS FISCAL YEAR 2026 BUDGET

Town of Waterford

BUDGET FUNCTION

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

The annual canvas of electors is completed each year from January to May as required by law. An inactive list of voters is generated naming those voters who have not responded to the annual canvas. Periodically, we do a non-voting canvas to keep our records as accurate as possible.

The registrars attend 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.

Looking ahead, we are planning to add a customer service counter to our office, which was recommended to us by a security assessment done 1-2 years ago.

The current number of registered voters in the town of Waterford as of 11/30/2024 is 15,135.

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

FY2026 BUDGET SUMMARY

Please find enclosed the Registrar of Voters' proposed budget for FY 2026.

This year we are budgeting for a Municipal election.

The 25.62% budget increase is mostly due to the addition of Early Voting. The Early Voting payroll for the Presidential election in October/November for two weeks was \$14,860 and supplies were roughly \$800. It is our understanding the legislature will look at Early Voting, as well as, the newly passed, 'no excuse absentee voting,' in the new session and hours/days may be adjusted.

We also will be receiving new tabulator voting machines this year from the state from a different vendor. The annual maintenance on the new machines increased \$2,790.

The third issue is that we will be getting a new Voter Registration System, which will require training for ourselves and our deputies. It is unclear at this time how that training will take place.



REGISTRAR OF VOTERS FISCAL YEAR 2026 BUDGET

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BUDGET EXPLANATIONS BY CATEGORY

51010 ELECTED OFFICIALS

Pursuant to RTM action December 2024 an annual salary for each Registrar is as follows:

07/01/25 - 06/30/26 - \$34,662.72

\$34,662.72 x 2 Registrars = \$69,325

51310 VOTER REGISTRATION

Staff for voter registration sessions, part-time clerical help during the canvass and elections. \$ 4,200

51320 ELECTION ACTIVITIES

This budget contains a provision to fund personnel to work the Municipal Election of November 4, 2025. It makes no provision for referenda, primaries, recounts or audits. It also includes reimbursement for conference attendance for Registrars and stipend for Moderator Training.

Conference attendance stipend @\$35/day	
x4 days x 2 Registrars	\$ 280
Conference attendance stipend @\$35/day	
x1 day x 2 deputy registrars	\$ 70
Stipend for Mandatory Moderator	
Certification stipend x5@\$35	\$ 175
Early Voting payroll	\$14,800
Head Moderator (1)	\$ 523
District Moderators 3 @ \$341	\$ 1,024
District Asst. Registrars 8 @ \$288	\$ 2,304
Official Checkers 4 @ \$270	\$ 1,080
Ballot Clerks 4 @ \$255	\$ 1,020
Tabulator Tenders 4 @ \$255	\$ 1,020
Absentee Ballot Moderator (1)	\$ 149
Absentee Ballot Counters 4 @ \$68	\$ 340
End of Night Reporting	\$ 75
Total	\$22,860

51920 FICA

7.65% of \$ 96,385= \$7,374

GRAND TOTAL 51000 SERIES:

\$ **\$103,759**

52020 POSTAGE

Mailings are comprised of voter registration acceptance letters, as well as, registration changes made throughout the year. During the annual canvass, letters of address verification are mailed.

\$ 2,350

52040 SERVICE CONTRACTS AND REPAIRS

Annual cost of maintenance contract for voting tabulators
New state contract with ES&S has increased the number of tabulators from 12 to 16 and the cost each from \$225 to \$315.

\$ 5,040

52050 DUES, CONFERENCES AND EDUCATION

ROVAC - Dues for 2 Registrars and 2 Deputy Registrars	\$ 170
Registrar of Voters Biannual State Conference \$145/day x 8 days	\$1,160
Registrar of Voters State Conference \$145/day x 2 Dep. Reg.	\$ 290
Training of Election Day Moderators 5 @ \$60	<u>\$ 300</u>

\$1,920

52070 REIMBURSABLE EXPENSES

Mileage reimbursements for Registrars and staff for travel to
Conferences, polling place set-up, meeting attendance

664 miles @ \$.670/miles

Lunch and supplies for Election Day

\$445

\$655

\$1,075

GRAND TOTAL 52000 SERIES:

\$10,385

53020 OTHER SUPPLIES

Programmed USB's for Municipal Election 2025: \$2,000

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

4 Districts @\$125	\$ 500	
1 SDR	\$ 125	
		\$ 625

Ballots for Municipal Election, \$.50 x 7,568 (50% of registered voters as of 11/30/24) .

Historical voter turnout: 2017- 28%, 2019- 41%, 2021- 33%, 2023 -34% \$3784

Cost to conduct the annual canvass \$ 102

Election/Early Voting supplies
(labels, ink for tabulators, ballot marking pens) Infoshred (\$26x4). \$ 600

GRAND TOTAL 53000 SERIES: \$7,111

GRAND TOTAL BUDGET REQUEST: \$121,255