

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10102 REGISTRARS OF VOTERS

LINE ITEM	DESCRIPTION	2024-2025 ACTUAL EXPENDED	FY2025 TRANSFERS IN/OUT	2025-2026 RTM APPROP.	2025-2026 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/26	2026-2027 DEPT/ AGENCY REQUEST	2026-2027 BD OF SELECTMEN APPROVED	2026-2027 BD OF FINANCE APPROVED	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS											
51010	ELECTED OFFICIALS	68,470	13,973	69,325		34,663	70,192	70,192	70,192	867	1.25%
51310	VOTER REGISTRATION	4,798	800	4,200		1,695	4,200	4,200	4,200	-	0.00%
51320	ELECTION ACTIVITIES	23,793	8,924	22,860		18,501	26,558	26,558	26,558	3,698	16.18%
51920	F.I.C.A	8,046	2,434	7,374		4,189	7,723	7,723	7,723	349	4.73%
	SUBTOTAL	105,107	26,131	103,759	0	59,048	108,673	108,673	108,673	4,914	4.74%
SERVICES											
52010	ADVERTISING	0	-27	0						-	#DIV/0!
52020	POSTAGE	2,390	500	2,350		541	2,400	2,400	2,400	50	2.13%
52040	SERVICE CONT. & REPAIRS	1,250	-1,000	5,040		0	4,410	4,410	4,410	(630)	-12.50%
52050	DUES, CONF., & EDUCATION	2,350	640	1,920		990	2,570	2,570	2,570	650	33.85%
52070	REIMBURSABLE EXPENSE	763	-140	1,075		425	1,240	1,240	1,240	165	15.35%
	SUBTOTAL	6,753	(27)	10,385	0	1,956	10,620	10,620	10,620	235	2.26%
MATERIALS & SUPPLIES											
53020	OTHER SUPPLIES	12,736	2,443	7,111			7,117	7,117	7,117	6	0.08%
	SUBTOTAL	12,736	2,443	7,111	0	0	7,117	7,117	7,117	6	0.08%
EQUIPMENT											
54180	VOTING MACHINE										
	SUBTOTAL	0	0	0	0	0	0	0	0	-	0.00%
	DEPARTMENT TOTAL	124,596	28,547	121,255	0	61,004	126,410	126,410	126,410	5,155	4.25%



REGISTRAR OF VOTERS FISCAL YEAR 2027 BUDGET

Town of Waterford

December 15, 2025

TO: Board of Selectmen

**FROM: Patti Waters
Bigi Ebbin**

Registrar of Voters

BUDGET FUNCTION

The Registrars of Voters are responsible for the administration of the election process, which encompasses early voting, Election Day, the annual canvas, and maintenance of the town's voter database.

In June 2023, Public Act 23-5 was approved which requires 14 days of early voting for general elections, 7 days of early voting for most primaries, and 4 days of early voting for special elections and presidential preference primaries.

The annual canvas 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 canvas. Periodically, we do a non-voting canvas 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 canvas. ERIC currently comprises 25 member states + DC.

The Registrars attend ROVAC, (Registrars of Voters Association of Connecticut), spring and fall conferences where we receive training and obtain credits towards our continuing education requirements. Our deputies attend one day so they can be apprised of new procedures. We also attend most monthly New London County ROVAC meetings held in Montville and all necessary town meetings. Additionally, we participate in monthly zoom meetings with the Secretary of the State's office, as well as numerous training and update meetings as our equipment and processes evolve.

To staff Election Day we hire and train thirty to fifty poll workers depending on the needs of that year's election. Additionally, we hire 5-7 staff per day to cover early voting. Our elections run in a two and four year cycle and our budgets are adjusted based on this cycle.

Preparation for early voting and Election Day is extensive and includes, but is not limited to, comprehensive testing of all tabulators, creation of voter lists, ordering and distribution of ballots, compiling and distributing poll supplies, and setup at each polling location.

We now register most of our voters online through the CT Voter Registration System and through the DMV. A smaller amount register in person in our office and additionally through Same Day Registration during early voting and on Election Day.

The current number of registered voters as of 12/01/2025 is 15,071.

Our usual office hours are Monday through Friday 9:30 to 12:30. Office hours increase during the busy election months that encompass early voting and Election Day, and often change due to statutes requiring other specific days/hours to facilitate voter registration.

FY2027 BUDGET SUMMARY

Please find enclosed the Registrar of Voters' proposed budget for FY 2027.

This year we are budgeting for a State election. This election will include fourteen days of Early Voting, to include twelve 8-hour days, and two 12-hour days for a total of at least 120 additional hours that will require polling place staffing.

We continue to adjust for Early Voting costs as we oversee different types of elections with varying turnout. These costs include expanded staffing; coding and printing for a larger array of differentiated ballot types; magnified maintenance and supply costs for new tabulators; additional tabulator and end-of-night reporting training for Registrars and Moderators; voter education materials; as well as supplies to support the forthcoming new voter registration system called Total Vote.

LOOKING AHEAD

As Early Voting evolves, we anticipate statute revisions that will change the voting process, as well as potentially the amount/type of tabulators that we will be required to support financially. Staffing for Early Voting and Same Day Registration will need to increase as the option becomes more accepted and well-received.

As Early Voting increases, we will need to acquire a larger vault to support additional ballot storage which requires storage in a fireproof container at the close of every day of early voting.

We anticipate we will need to purchase poll books (electronic check-in) when the state issues a project recommendation. Some towns are currently using this system.

In 2026, Connecticut will convert to a new voter registration system called Total Vote. This is a completely new system and will most certainly require financial support in the form of supplies and training.

BUDGET EXPLANATIONS BY CATEGORY

51010 ELECTED OFFICIALS

Pursuant to RTM action December 2025 an annual salary for each Registrar is as follows:

07/01/26 - 06/30/27 - \$35,096

\$35,096 x 2 Registrars = \$70,192

51310 VOTER REGISTRATION

Deputy Registrar compensation for part-time clerical
help during the canvass and elections. \$ 4,200

51320 ELECTION ACTIVITIES

This line item contains a provision to fund personnel to work the State Election of November 3, 2026 including 14 days of Early Voting. It makes no provision for referenda, primaries, recounts or audits. It also includes stipend 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 5@\$35	\$ 175
Early Voting payroll	\$15,000
Head Moderator (1)	\$ 550
District Moderators 3@\$368	\$ 1,104
District Asst. Registrars 8@\$300	\$ 2,400
Official Checkers 8@\$300	\$ 2,400
Ballot Clerks 8@\$300	\$ 2,400
Tabulator Tenders 4@\$300	\$ 1,200
Central Counting Moderator	\$ 184
Central Counting 6@\$120	\$ 720
End of Night Reporting	\$ 75
Total	\$26,558

51920 FICA

7.65% of \$ 100,750= \$ 7,723

GRAND TOTAL 51000 SERIES: \$108,673

53020 OTHER SUPPLIES

Programmed USB's for State Election 2026: \$1,625

Ballots for State Election, \$.37 x 12,810 (85% of registered voters as of 12/01/25) .

Historical voter turnout: 2014- 60%, 2018- 74.5%, 2022- 63.5% \$4740

Cost to conduct the annual canvass \$ 102

Election/Early Voting supplies
labels, thermal paper for tabulators, pen scanner, Infoshred (\$26.86 x 4). \$ 650

GRAND TOTAL 53000 SERIES: \$7,117

GRAND TOTAL BUDGET REQUEST: \$126,410

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.

\$ 2,400

52040 SERVICE CONTRACTS AND REPAIRS

Annual cost of maintenance contract for voting tabulators
14 tabulators @\$315

\$4,410

52050 DUES, CONFERENCES AND EDUCATION

ROVAC - Dues for 2 Registrars and 2 Deputy Registrars	\$ 170
Registrar of Voters Biannual State Conference \$210/day x 8 days	\$1,680
Registrar of Voters State Conference \$210/day x 2 Dep. Reg.	\$ 420
Training of Election Day Moderators 5@\$60	<u>\$ 300</u>

\$2,570

52070 REIMBURSABLE EXPENSES

Mileage reimbursements for Registrars and staff for travel to
Conferences, polling place set-up, meeting attendance
700 miles @\$.70/mile

\$490

Lunch and supplies for Election Day

\$750

\$1,240

GRAND TOTAL 52000 SERIES:

\$10,620

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 02 REGISTRARS OF VOTERS
2026/2027 FISCAL YEAR

LINE 51922								
DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY27	SALARY FY26	SALARY FY27	LONGEVITY FY27	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
51010 - ELECTED OFFICIAL								
10/11/2018	DEMOCRATIC REGISTRAR		N/A	34,662.74	35,096.02	N/A	35,096.02	2,684.85
2/2/2007	REPUBLICAN REGISTRAR		N/A	34,662.74	35,096.02	N/A	35,096.02	2,684.85
	TOTALS			69,325.47	70,192.04	0.00	70,192.04	5,369.69
51310 - VOTER REGISTRATION								
10/22/2020	DEPUTY REGISTRAR	2	\$ 20.0000	2,088.00		N/A	0.00	0.00
9/23/2024	DEPUTY REGISTRAR	2	\$ 19.0000	1,971.60		N/A	0.00	0.00
	TOTALS			4,059.60	4,200.00	0.00	0.00	321.30
51320 - ELECTION ACTIVITIES								
	VARIOUS POLLWORKERS		STIPEND	22,860.00		N/A	0.00	0.00
	TOTALS			22,860.00	26,558.00	0.00	0.00	2,016.39
51810 - OVERTIME								
				0.00	0.00	0.00	0.00	0.00
51910 - FRINGE/F.I.C.A.								
							0.00	0.00
TOTALS		FY26 FICA	7,362.75	96,245.07	100,950.04	0.00	70,192.04	7,722.68
BUDGET TOTAL W/F.I.C.A				103,607.82	108,672.72		77,914.72	

WORKDAYS	WEEKS TO BUDGET
2026/2027	52.2
261	