

ORG FUNCTION: ADMINISTRATION
Department Number 161

Patricia McNielly
Town Clerk

Salaries:	\$96,558	4.9%
Expenses:	\$7,800	(62.7%)
Total Budget FY23:	\$104,358	(7.6%)

Mission & Services Overview

MISSION: To continue to service the residents of North Attleboro as keeper of the records. The Town Clerk's office maintains and certifies a variety of state and town licenses, permits in accordance with State and local laws.

SERVICES: The Town Clerk's office is a customer service, administrative department. As The Town Chief Public Information administrator of vital records for the State of Massachusetts, the clerk's office is responsible for keeping, maintaining and preserving vital records and other municipal records. The town Clerk is the keeper of all official documents as well as maintaining all meeting minutes, records of oaths, bonds, resignations.

FY22 Accomplishments

- Kings archive project.
- The town clerk/collector vault had a makeover and was added into the Kings archive system. This addition added up to 10 years of additional space for vital records and tax records. Also, over 80 boxes from storage room 1 were relocated into the vault which gave us much need additional room for coming records.
- Final stage to have the town's By-laws, Zoning By-laws and Town Charter codified for assessable, updateable, transparent and sharable data for town officials and the general public.

FY23 Goals and Objectives

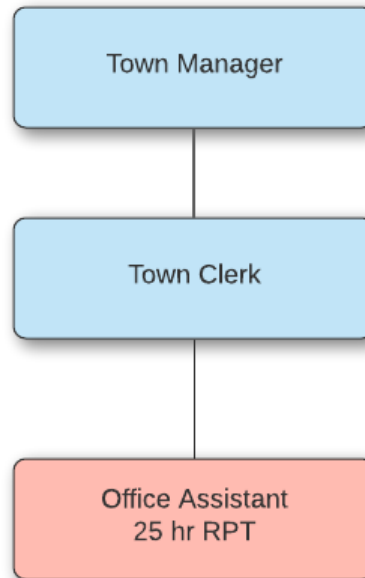
- Have all the Town's By-laws and regulations for various departments codified. This will allow these records to be accessible for all town officials and the general public.
- Kings project. Have permanent records digitized (payroll) to eliminate paper. Town needs to consider going paperless moving forward.
- Software for public records request. Tracking the process as public records requests.
- Additional hours for the part-time clerk. These additional hours would cover vacation/sick time.

Organizational Chart & Personnel Accounting

Authorized: 2

On-Hand: 2

Vacant: 0



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TOWN OF NORTH ATTLEBOROUGH
NEXT YEAR BUDGET HISTORICAL COMPARISON

P 1
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PROJECTION: 20231 OPERATING BUDGET FOR FISCAL 2023

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 1	PCT CHANGE
161 TOWN CLERK							
TOWN CLERK SALARIES	87,170.52	91,760.65	93,716.80	71,122.43	92,042.00	96,558.00	4.9%
TOWN CLERK EXPENSES	1,871.42	1,525.97	1,540.36	10,164.71	20,930.00	7,800.00	-62.7%
TOWN CLERK	89,041.94	93,286.62	95,257.16	81,287.14	112,972.00	104,358.00	-7.6%
TOTAL GENERAL FUND	89,041.94	93,286.62	95,257.16	81,287.14	112,972.00	104,358.00	-7.6%
GRAND TOTAL	89,041.94	93,286.62	95,257.16	81,287.14	112,972.00	104,358.00	-7.6%

** END OF REPORT - Generated by Michael Borg **