

TOWN CLERK

FY24
FINAL
BUDGET

ORG FUNCTION: FINANCE
Department Number 161

Patricia McNielly
Town Clerk

| | | |
|--------------------|------------------|-------------|
| Salaries: | \$103,047 | 6.7% |
| Expenses: | \$7,250 | (7.1%) |
| Total Budget FY24: | \$110,297 | 5.7% |

Mission & Services Overview

MISSION: The Town Clerk’s Office continues 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 local licenses and 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.

FY23 Accomplishments

- The Town By-laws, (General and Zoning) and Town Charter have been codified for assessable, searchable data for town officials and general public. FINAL STAGE.
- Permanent records project has started these records will be digitized to reduce, minimize paper. This is the first year of the FY23CIP.
- Town clerk's office with the help of the IT department instituted a new process for public records requests. This application is through viewpoint, which the town uses for permits, etc.. No additional expense for this application.

FY24 Goals and Objectives

- Town clerk's office would like to have all rules and regulations codified with ecode. This will be identical to the town bylaws, allowing these regulations to be accessible and shareable for all town officials and general public.
- Continue to have the town's permanent records digitized to reduce the amount of paper and make these records printable and sharable.

Organizational Chart & Personnel Accounting

Authorized: 2

On-Hand: 2

Vacant: 0

