

Town Clerk & Registrar of Vital Statistics duties and functions include but aren't limited to:

- As keeper of the Town Seal, the Town clerk certifies official Town records
- Receiver for Town and Board of Education lawsuits
- Posts and maintains meeting notices for boards and commissions.
- Indexes 50+ types of land instruments & maintains map indices for 51 map volumes
- Maintains the Day Book & Grantor/Grantee Index
- Processes Conveyance Tax Forms for the State Department of Revenue Services
- Disseminates Property Transfers of Taxable Properties to Assessor, Building & Zoning, WPCA, ROV, and Tax Department
- Maintains Foreclosure Registration Book
- Maintains the Town Hall Drop Box & Election Drop Box
- Maintains official copies of town budgets, audits, and annual reports
- Receives and preserves Veterans DD214 forms for permanent record keeping
- Records the minutes at the Town Meeting
- Compilation and maintenance of the official Town of Stafford Town Meeting Book
- Registers and authenticates Home Births
- Processes adoption and paternity documents for vital updates and maintains Adoption Book
- Issues marriage licenses and certifies marriage certificates
- Maintains and issues certified from the CTVitals Death Program and ConnVRS Electronic Birth Registry
- Issues burial, cremation, disinterment permits, and removal permits and maintains permanent files
- Creates Vital Indices
- Maintains Sextons Reports
- Conducts /assists with genealogical research
- Maintains the DEEP Sportsmen Licensing Terminal and issues fishing, hunting, and trapping licenses
- Utilizes the Secretary of State EMS System, Voter Registration System & the Absentee Ballot Ap Portal
- Issues oaths & certificates of authority to justices of the peace and notaries public
- Prepares layout and responsible for ordering election and referenda ballots
- Issues absentee ballots
- Certifies nominating petitions
- Maintains permanent absentee ballot elector records
- Audits election results
- Acts as filing repository for non-party affiliated municipal office candidates' campaign finance
- Administers Oaths of Office to elected and appointed officials
- Records Trade Name Certificates & Cancellations
- Applies for and processes Connecticut State Library Preservation Grant
- Responsible for storage, management, and records disposition depository of town records
- Issues liquor licenses, and dog and kennel licenses

Appointed Town Clerk

Elected Town Clerk

An appointed Town Clerk would be selected presumably based on qualifications not popularity at election.

Larger field of qualified candidates, as Town Clerk does not need to be a resident.

An appointed Town Clerk generally serves at the discretion of the Board of Selectmen. This generally means the Town Clerk will continue to serve beyond a 2-year elected term.

Continuity is a desired goal due to the extensive amount of statutory and institutional knowledge required to obtain competency in the position,

An appointed Town Clerk does not need to be endorsed, beholden, or supported by a political party. The position is statutory driven.

A Town Clerk can act without concern for campaigning every 2 years to maintain their position. Focus would be on office functions and the neutrality the job demands.

Monies for signature time stamps, letterhead, envelopes, business cards, would not need to be furnished/purchased/changed if Town Clerk was consistent.

Unqualified, untrained person could be elected based on popularity. And name recognition

Smaller field of qualified candidates restricted to the electorate.

Elected Town Clerk serves at her own discretion and adds accountability to the constituency and to statutory requirements of the position rather than to Town management.

Elected Town Clerk without qualification would need 4 years to run through an entire election cycle, and 3 years to complete the certification program.

Elected Town Clerk may be beholden to the party and people who supported candidacy.

Little incentive for qualified experienced hired Assistant Town Clerk to train a superior who is receiving compensation exceeding their own.

An elected Town Clerk does not have to be concerned with a Board of Selectmen that wishes to oust them for political reasons.