



# TOWN OF BELMONT

## Town Clerk/Tax Collector's Office

The Town Clerk/Tax Collector's office is busy each day performing important duties for residents such as processing motor vehicle registrations, water and sewer payments, tax payments and Vital Records requests.

Each year on average 8,015 tax bills are issued

Each year on average 5,656 water & sewer bills are issued

On a monthly basis we process an average of 1,000 to 1,500 motor vehicle transactions either paid online, over the counter or via mail, with an average yearly revenue of \$1.5 to \$1.7 million.

During the time that we are not actively collecting and posting payments for taxes and utilities, we are busy researching and preparing for the various tax and utility processes that are required by law, such as the tax lien/deed process. These take extensive preparation as we print, process and prepare to mail every notice in the office. We send out an average of 275 lien notices per year which require the preparation and mailing of delinquent notices as well as the preparation and mailing, via certified letter, the intent to lien notices.

During the months of January to the end of April we take care of dog licensing. We collect about \$7,800 by processing approximately 1,550 licenses along with sending out postcard reminders to dog owners who overlooked licensing their dogs by the April 30<sup>th</sup> due date. As the date for the civil forfeiture approaches, we also make phone calls as a reminder so residents can avoid the \$25 civil forfeiture fee and potential legal action.

The Town Clerk's office is also responsible for processing Vital Records such as birth, marriage and death certificates as well as marriage licenses. We process about 400 requests for vital records and collect about \$3,200 annually along with about \$1,400 in marriage licenses. The processing of birth, marriage and death certificates takes about 10 minutes per transaction while processing a marriage license takes about 45 minutes.

This year the Town Clerk's Office is responsible for holding four elections as well as taking the minutes for the Town's deliberative session. There is an incredible amount of preparation that goes into each and every election.

We accept all new voter registrations as well as take care of any changes that need to be made to an existing registered voter's information.

We give notice for every election and accept all absentee ballot requests. When our ballots arrive, we double count every ballot that is used for elections. We prepare and mail all absentee ballots as they are requested as well as keep them secure and organized in preparation for the election.

Election days start at 6:30 AM and generally ends around 10:00 PM. Every part of the election is mandated by the Secretary of State's office and we work very hard to anticipate and address the needs of our voters and colleagues.

We work very hard in the Town Clerk/Tax Collector's office to meet and exceed the expectations of our residents throughout the many services we provide. We are a 3-person crew working hard and doing our very best to serve the residents of the Town of Belmont.