



## Q2 Town Clerk Update

Submitted 7/25/25

### Licensing:

1. **Dogs:** 577 licenses issued as of June 30<sup>th</sup> – 249 of those licenses were issued in Q2.
2. **Hunting and Fishing:** We sold 29 Hunting, Fishing or Combo licenses, netting the town a whopping \$43.50 (while the state got \$1,144.50).
3. **Marriages:** We issued five marriage licenses in Q2.

### Land Records:

1. **Online Hosting:** Our contract with COTT Systems, the company that hosts our land records online, was due for renewal in June. After offering 7-8% increases in each of their last three renewal cycles since 2012, this year they proposed a 34% increase on a 3 year contract, as well as a shift from monthly payments to yearly payments. (See chart below.)

Year of Contract	Term	Cost per month	# instruments	# pages	Total Storage Images	Total Storage GB
2012	48	225	1000	--	--	--
2016	36	241	980	3870	--	--
2019	36	260	855	3475	--	--
2022	36	280	825	3630	106,335	10
2025 (proposed)	36	390	810	2930	140,370	13

Given the arbitrary nature of the proposed increase, I've elected to invoke an automatic rollover clause for the term of one year. This increases our monthly costs by 10% - from \$290 to \$319 per month - for the next year. I can continue doing this for as many years as we want. I'm also looking at other land record hosting companies, as well as the possibility of switching between COTT products. We currently use their legacy software, ResolutionIII, and it might

make sense to switch to their newer, web-based system, RecordRoom. Resolution III is overpowered for what we use it for, and we're paying a premium to have access to features we don't use.

2. **Recording:** 492 instruments totaled 977 pages of recording (plus three maps). This brought in \$10,755 in revenue, of which \$7,895 goes to the general fund, and \$2860 goes to the Restoration fund.
3. **Research and printing revenue:** We hosted 26 hours of research time in Q2. Researchers made 545 pages of copies at \$1 per page.
4. **Scanning:** Currently scanning maps. We had a few hundred un-scanned maps from the 1920s to the 1980s; we are working through these as time permits.

**NEH preservation assistance grant:** this grant, for \$6,692.58, was terminated by the current federal administration because it "no longer effectuated the goals" of the NEH. We had spent all but \$200 of the grant money, and have successfully received reimbursement for what we spent.

#### **Trainings and conferences:**

1. **Vermont Municipal Clerks' and Treasurers' Association:** Helped organize (as part of the VMCTA Education Committee) and attended the Spring Training days in West Rutland and Danville in April.
2. **BCA Training:** Along with much of the Board of Civil Authority, I attended a training on property tax assessment appeals in May to better prepare us for this summer's anticipated high number of appeals.
3. **VEMS Training:** Vermont rolled out a new online election management system in May, and all clerks were required to attend a four hour training. I'm happy to say that the new program is much like the old program – its most notable improvement is being able to hit "enter" to search instead of having to tab over to the "submit" button. It's the small things.