

Town Clerk & Treasurer Report

For decades the Town Clerk and Town Treasurer have been the same person in Isle La Motte, but these two jobs are separate and each has its list of responsibilities. Eight years of being both gives me a good perspective on the two positions, and I'll take this opportunity to describe each job so that residents can appreciate the full range of activities that happen in this small office. It's never boring here!

The Town Clerk is in charge of the Town Office and is the face of the Town, the go-to person for all sorts of questions. The Clerk is charged with protection and maintenance of all the Town records, and of correctly recording all the real estate and other transactions in the land record books. Checklist maintenance and running of the elections is high on the list of responsibilities, which includes being presiding officer at elections, sending out absentee ballots, reporting election results to the Town, County, Secretary of State and the press. Also, posting the warnings of Town and School District meetings and doing the minutes for those meetings that take place at the school. The Clerk is an *ex officio* member and clerk of the Board of Civil Authority and the Board of Abatement, also the Liquor Control Board. The Clerk is also an *ex officio* Notary Public, and as such can give oaths of office and notarize documents for residents at no charge. The list goes on: Vital records maintenance and monthly reporting to the State, making certified copies, issuing marriage licenses, dog licenses, vehicle registration renewals and Green Mountain Passports, and appointing deputy registrars. The Clerk sets the office hours, hires an Assistant Clerk (mandatory), and arranges for cleaning, trash removal, snow removal and access to the Town Hall. It helps to be handy with a hammer, a paint brush and a snow shovel! The Clerk collects and distributes mail, distributes the Town Report, maintains the Town website and Facebook page. The town office is a popular place to buy a hunting or fishing license and to check in big game. Isle La Motte is one of only a handful of town offices across the State that checks in big game.

The Treasurer is famous for being the tax collector of course, and sending out those unpopular tax bills. Other than that, it is really a back office job dealing with payroll, accounts payable and all of the financial accounting and banking. The treasurer is responsible for internal financial controls, which is a big deal in this town and across the state. The list of responsibilities includes credit card and other purchasing, grant reporting, quarterly financial reports to the state, reporting to the Vermont Department of Labor, doing the town insurance renewals, and monthly reporting to the Selectboard. The treasurer is also the person who signs checks for the Town School District and does all the banking for the school.

In spite of the many responsibilities listed above, I think the most important job of the clerk and treasurer both is to make sure that every person who walks through the door or calls on the phone feels that they can trust their local government and that everyone is treated equally and with respect.

For eight years I have strived to serve you all in the best possible way. I continue to enjoy working with you all and look forward to 2015.

Betsy Howland
Town Clerk/Treasurer