

Register of Voters - Payroll 2021-2026 YTD

By Pay Type

| Sum of Pay Amt Row Labels | Fiscal Year End | | | | | Grand Total |
|--------------------------------|-----------------|---------------|---------------|---------------|---------------|---------------|
| | 6/30/2022 | 6/30/2023 | 6/30/2024 | 6/30/2025 | 6/30/2026 | |
| Salary | 9,609 | 11,707 | 14,512 | 14,947 | 14,443 | 65,217 |
| SALARY | | | | | | |
| BARTON JR., FRANCIS L | | | 1,953 | 7,473 | 7,236 | 16,663 |
| FROHN, SELMA A | | 2,314 | | | | 2,314 |
| GRANJA, MICHAEL J | | 2,314 | 5,302 | | | 7,617 |
| ROBISON, NANCY S | 6,940 | 7,079 | 7,256 | 7,473 | 7,236 | 35,984 |
| WATKINS, MICHAEL F.P. | 2,669 | | | | | 2,669 |
| SALARY Total | 9,609 | 11,707 | 14,512 | 14,947 | 14,471 | 65,246 |
| PAYBACK | | | | | | |
| BARTON JR., FRANCIS L | | | | | (14) | (14) |
| ROBISON, NANCY S | | | | | (14) | (14) |
| PAYBACK Total | | | | | (29) | (29) |
| All Other Comp | 4,510 | 3,701 | 6,535 | 10,065 | 5,329 | 30,140 |
| CANVAS | | | | | | |
| ROBISON, NANCY S | 700 | 350 | 700 | | | 1,750 |
| CANVAS Total | 700 | 350 | 700 | | | 1,750 |
| EARLY VOTING | | | | | | |
| BARTON JR., FRANCIS L | | | 240 | 3,000 | 2,108 | 5,348 |
| ROBISON, NANCY S | | | 240 | 2,580 | 1,566 | 4,386 |
| EARLY VOTING Total | | | 480 | 5,580 | 3,674 | 9,734 |
| MACHINE MAINT | | | | | | |
| GRANJA, MICHAEL J | | 60 | | | | 60 |
| ROBISON, NANCY S | | 60 | | | | 60 |
| MACHINE MAINT Total | | 120 | | | | 120 |
| MANDATED SESSION | | | | | | |
| GRANJA, MICHAEL J | | 45 | 240 | | | 285 |
| ROBISON, NANCY S | 750 | 270 | 315 | | | 1,335 |
| WATKINS, MICHAEL F.P. | 660 | | | | | 660 |
| MANDATED SESSION Total | 1,410 | 315 | 555 | | | 2,280 |
| MEETING | | | | | | |
| BARTON JR., FRANCIS L | | | | 165 | | 165 |
| ROBISON, NANCY S | | | | 120 | | 120 |
| MEETING Total | | | | 285 | | 285 |
| POLL WORKER - TAX | | | | | | |
| BARTON JR., FRANCIS L | | | 1,800 | 1,800 | 543 | 4,143 |
| FROHN, SELMA A | | 156 | | | | 156 |
| GRANJA, MICHAEL J | | 600 | 600 | | | 1,200 |
| ROBISON, NANCY S | 1,800 | 1,800 | 2,400 | 1,800 | 543 | 8,343 |
| WATKINS, MICHAEL F.P. | 600 | | | | | 600 |
| POLL WORKER - TAX Total | 2,400 | 2,556 | 4,800 | 3,600 | 1,085 | 14,441 |
| REGISTRATION | | | | | | |
| BARTON JR., FRANCIS L | | | | 60 | | 60 |
| ROBISON, NANCY S | | | | 60 | | 60 |
| REGISTRATION Total | | | | 120 | | 120 |
| TRAINING | | | | | | |
| BARTON JR., FRANCIS L | | | | 240 | 285 | 525 |
| GRANJA, MICHAEL J | | 360 | | | | 360 |
| ROBISON, NANCY S | | | | 240 | 285 | 525 |
| TRAINING Total | | 360 | | 480 | 570 | 1,410 |
| Grand Total | 14,119 | 15,408 | 21,047 | 25,012 | 19,771 | 95,357 |

Register of Voters - Payroll 2021-2026 YTD

By ROV EE

| Sum of Pay Amt Row Labels | Fiscal Year End | | | | | Grand Total |
|------------------------------|-----------------|-----------|-----------|-----------|-----------|-------------|
| | 6/30/2022 | 6/30/2023 | 6/30/2024 | 6/30/2025 | 6/30/2026 | |
| BARTON JR., FRANCIS L | | | 3,993 | 12,738 | 10,157 | 26,889 |
| Salary | | | 1,953 | 7,473 | 7,221 | 16,648 |
| SALARY | | | 1,953 | 7,473 | 7,236 | 16,663 |
| PAYBACK | | | | | (14) | (14) |
| All Other Comp | | | 2,040 | 5,265 | 2,936 | 10,241 |
| EARLY VOTING | | | 240 | 3,000 | 2,108 | 5,348 |
| MEETING | | | | 165 | | 165 |
| POLL WORKER - TAX | | | 1,800 | 1,800 | 543 | 4,143 |
| REGISTRATION | | | | 60 | | 60 |
| TRAINING | | | | 240 | 285 | 525 |
| FROHN, SELMA A | | 2,470 | | | | 2,470 |
| Salary | | 2,314 | | | | 2,314 |
| SALARY | | 2,314 | | | | 2,314 |
| All Other Comp | | 156 | | | | 156 |
| POLL WORKER - TAX | | 156 | | | | 156 |
| GRANJA, MICHAEL J | | 3,379 | 6,142 | | | 9,522 |
| Salary | | 2,314 | 5,302 | | | 7,617 |
| SALARY | | 2,314 | 5,302 | | | 7,617 |
| All Other Comp | | 1,065 | 840 | | | 1,905 |
| MACHINE MAINT | | 60 | | | | 60 |
| MANDATED SESSION | | 45 | 240 | | | 285 |
| POLL WORKER - TAX | | 600 | 600 | | | 1,200 |
| TRAINING | | 360 | | | | 360 |
| ROBISON, NANCY S | 10,190 | 9,559 | 10,911 | 12,273 | 9,614 | 52,547 |
| Salary | 6,940 | 7,079 | 7,256 | 7,473 | 7,221 | 35,969 |
| SALARY | 6,940 | 7,079 | 7,256 | 7,473 | 7,236 | 35,984 |
| PAYBACK | | | | | (14) | (14) |
| All Other Comp | 3,250 | 2,480 | 3,655 | 4,800 | 2,393 | 16,578 |
| CANVAS | 700 | 350 | 700 | | | 1,750 |
| EARLY VOTING | | | 240 | 2,580 | 1,566 | 4,386 |
| MACHINE MAINT | | 60 | | | | 60 |
| MANDATED SESSION | 750 | 270 | 315 | | | 1,335 |
| MEETING | | | | 120 | | 120 |
| POLL WORKER - TAX | 1,800 | 1,800 | 2,400 | 1,800 | 543 | 8,343 |
| REGISTRATION | | | | 60 | | 60 |
| TRAINING | | | | 240 | 285 | 525 |
| WATKINS, MICHAEL F.P. | 3,929 | | | | | 3,929 |
| Salary | 2,669 | | | | | 2,669 |
| SALARY | 2,669 | | | | | 2,669 |
| All Other Comp | 1,260 | | | | | 1,260 |
| MANDATED SESSION | 660 | | | | | 660 |
| POLL WORKER - TAX | 600 | | | | | 600 |
| Grand Total | 14,119 | 15,408 | 21,047 | 25,012 | 19,771 | 95,357 |

Budgeted Amount:

| <u>Acct Number</u> | <u>Acct Description</u> | <i>Fiscal Year End</i> | | | | |
|--------------------|------------------------------|------------------------|---------------|---------------|---------------|------------------|
| | | <u>21-22</u> | <u>22-23</u> | <u>23-24</u> | <u>24-25</u> | <u>25-26 YTD</u> |
| 01-17-01-6002 | Salaries | 13,880 | 13,880 | 14,158 | 14,583 | 15,020 |
| 01-17-01-6003 | Temp Salaries / Poll Workers | 11,244 | 11,244 | 11,244 | 12,500 | 12,500 |
| 01-17-01-6014 | Early Voting / Reserve | - | - | - | 5,000 | 10,000 |
| Total | | 25,124 | 25,124 | 25,402 | 32,083 | 37,520 |

Actual Amount:

| <u>Acct Number</u> | <u>Acct Description</u> | <i>Fiscal Year End</i> | | | | |
|--------------------|------------------------------|------------------------|---------------|---------------|---------------|------------------|
| | | <u>21-22</u> | <u>22-23</u> | <u>23-24</u> | <u>24-25</u> | <u>25-26 YTD</u> |
| 01-17-01-6002 | Salaries | 9,609 | 14,102 | 14,512 | 14,947 | 15,020 |
| 01-17-01-6003 | Temp Salaries / Poll Workers | 11,240 | 12,366 | 15,033 | 15,201 | 10,254 |
| 01-17-01-6014 | Early Voting / Reserve | - | - | - | 5,000 | 10,059 |
| Total | | 20,849 | 26,468 | 29,544 | 35,147 | 35,332 |

Budget to Actual

| <u>Acct Number</u> | <u>Acct Description</u> | <i>Fiscal Year End</i> | | | | |
|--------------------|------------------------------|------------------------|----------------|----------------|----------------|------------------|
| | | <u>21-22</u> | <u>22-23</u> | <u>23-24</u> | <u>24-25</u> | <u>25-26 YTD</u> |
| 01-17-01-6002 | Salaries | 4,271 | (222) | (354) | (364) | 0 |
| 01-17-01-6003 | Temp Salaries / Poll Workers | 4 | (1,122) | (3,789) | (2,701) | 2,247 |
| 01-17-01-6014 | Early Voting / Reserve | - | - | - | - | (59) |
| Total | | 4,275 | (1,344) | (4,142) | (3,065) | 2,188 |

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MAY 5 2006 at 11:00 A.M.
TOWN CLERK'S OFFICE
MIDDLEBURY, CONN.

Date 5/28/09

Approved _____

Edna Sabatini
TOWN CLERK

TOWN OF MIDDLEBURY

Virginia Whiteley
Stacey Robinson

POSITION DESCRIPTION

POSITION: Registrar of Voters

BASIC FUNCTION:

As Registrar of Votes, report to Secretary of State and maintain close liaison with local office of Selectman and Town Clerk to register voters, maintain accurate voter lists and legal conduct of elections.

PRINCIPAL DUTIES:

1. Maintain liaison with various organizations (P.T.O., convalescent homes, etc.) to promote the registration of new residents.
2. Schedule registration sessions in accordance with State Statutes, place advertisements in local media and be available at scheduled hours to register new voters.
3. Make home visits as required to register handicapped or disabled voters.
4. Conduct special sessions as requested by various organizations to encourage registration.
5. Make annual canvass of registered voters to insure accuracy of lists, mail registration cards, expedite return (2nd mailing, phone calls, home visits, etc.) and correct lists accordingly.
6. Notification of removal from lists to those who cannot be contacted and who have failed to respond.
7. Work with Town Clerk and other sources to ~~remove~~ purge lists of deceased, relocated, convicted felons, etc.
8. Make necessary periodic or special reports of voter lists, registration activity, etc. as requested or mandated by statute.
9. Conduct elections or referendums, reserving voting locations, hiring and training poll workers, publishing necessary legal notices, certifying petitions, supervising the election and delivering the election results.

10. Participate in the implementation of the State converse system.
11. Attend regularly scheduled meetings with the Secretary of State's staff to discuss systems and make recommendations for improvements.
12. Schedule high school meetings to register students as voters when they become of age.
13. Comply with legal calendar regarding mandated sessions and other responsibilities.
14. Supervise elections resolving conflicts as they occur, calling attorney ~~or~~ ^{or} police as required.
15. Perform other miscellaneous related duties as required.

JUDGMENT:

Good judgment required to answer questions concerning voter registration, to solicit information, maintain accurate accurate voter registration lists, instruct poll workers and insure proper conduct of elections.

ACCOUNTABILITY:

1. Maintain extremely accurate voter lists as required by State Statute.
2. Provide accurate computer listing for check-off at elections.
3. Follow State Statutes to insure proper preparation of equipment and personnel for elections.
4. Insure compliance of all applicable State Statutes and keep informed of changes.
5. Notification of voter status changes to voters, etc.
6. Maintain liaison with Town Clerk as required for distribution of emergency absentee ballots.

RELATIONSHIPS:

Contacts with voters, Town and State officials requires courtesy, diplomacy and tact to avoid friction while providing or obtaining information and conduction elections.

GENERAL COMMENT:

This position requires the knowledge and experience necessary to maintain extremely accurate voter lists and to insure proper operation of equipment and personnel in the election procedure.

| Title | 11/4/2025 | 3/3/2026 | 5/6/2026 | Approved rate for 6/23/2026 |
|------------------------|----------------------|-----------------|----------------------|------------------------------------|
| Moderator* | \$21 changed to \$23 | \$21 | \$21 | |
| Head Moderator** | \$23 | | | |
| Alternate Moderator*** | | | | |
| Assistant Registrar | \$18 changed to \$26 | \$26 | \$18 changed to \$26 | |
| Deputy Registrar | \$26 | | \$26 | |
| Ballot Clerk | \$17 | \$17 | \$17 | |
| Checkers | | \$17 | \$17 | |
| Floater | \$17 | \$17 | \$17 | |
| Tabulator Tenders | \$17 | \$17 | \$17 | |
| Set up Take down | | \$17 | | |
| EV Clerk | \$17 | | | |
| AB/EV/SDR Counters | \$17 | | | |

Notes:

2026 minimum wage \$16.94

* One Moderator is appointed for an election/referendum unless both Districts are voting

**Head Moderator is designated only when both districts are voting (normally the November General Election)

***Alternate Moderator must be appointed, trained, and certified in the same manner as a Moderator

Alternate Moderator may serve in another position until needed, paid at that position's rate
Rate as Alternate Moderator only applies for the time served as substitute Moderator
Alternate Moderator chosen from those designated as Official Checkers or Tabulator Tenders

Assistant Registrar is an election day and 6 days prior designation.

Deputy Registrar is not currently compensated during the year, has no official duties mentioned in Moderator's Handbook.

Approved by the Board of Selectmen: