
Town Clerk's Office

Patricia A. Riley, MCTC, CMC

Town Clerk

March 25, 2025

town.clerk@ledyardct.org



The position of Town Clerk is one of the oldest in municipal government. The Town Clerk's Office serves as the direct link between the residents of the town and their local government. The Town Clerk's office is one of neutrality and impartiality, with an emphasis on preserving, protecting, and providing access to records according to state and local laws accurately, efficiently, cost effectively and in a timely manner.

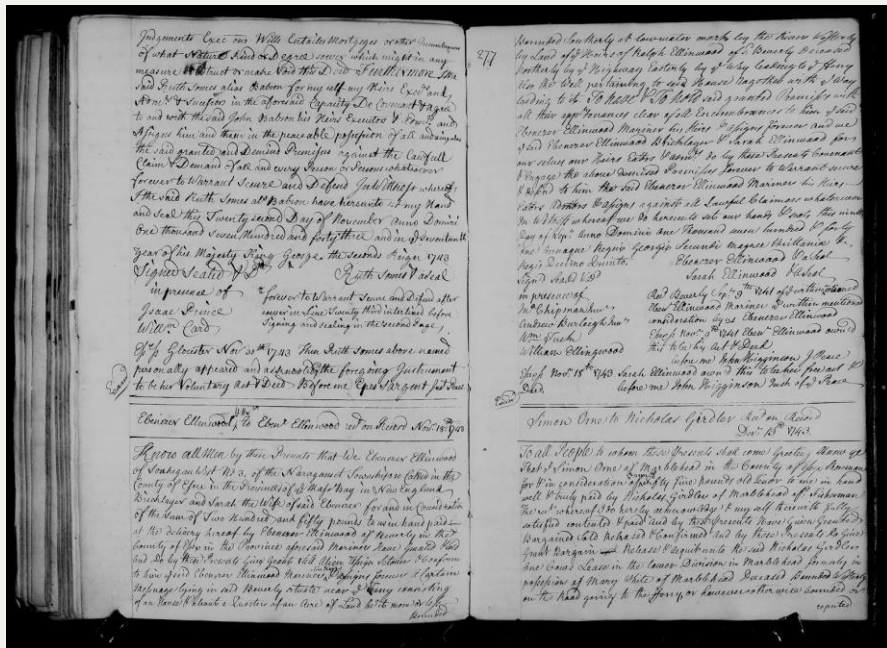
Land Records

One of the Town Clerk's primary functions is the recording, processing, archiving and retrieval of land records & maps. There are many different types of documents which are processed on the land records

- Recordings may be done in person or by mail
- eRecording (Electronic Document Recording Services). Ledyard partners and accepts documents with all four eRecording partners
- Online Subscriptions:

Land records may be viewed and/or printed through our fee based online subscription or in person.

Go To: <https://webhost01.newvisionsystems.com/LedyardSubscription/>

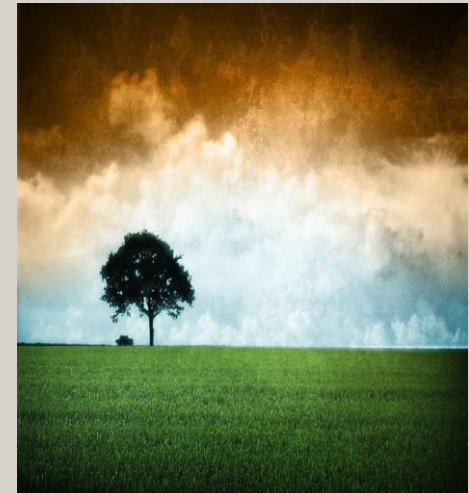


Vitals

Births Marriages Deaths

The Town Clerk serves as the Registrar of Vital Statistics and registers all vitals that occur in town.

- Process home births
- Issue Marriage Licenses
- Work with Funeral Homes to issue Burial, Cremation & Disinterment Permits
- Issue certified copies of vital records



Dog Licenses



In Person
Mail
Town Drop Box
On-line Renewal

All dogs 6 months or older must be licensed

A current rabies certificate must be presented with a veterinarian signature.

If a dog is neutered or spayed, that certificate must also be presented.

Dog License Renewals – June 1ST – June 30th

ELECTION

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Referendums

Primaries

Municipal

State

Federal

Absentee Ballots

Regular Ballot

Blank Ballot

90-day Ballot

Overseas Ballot

Presidential Ballot

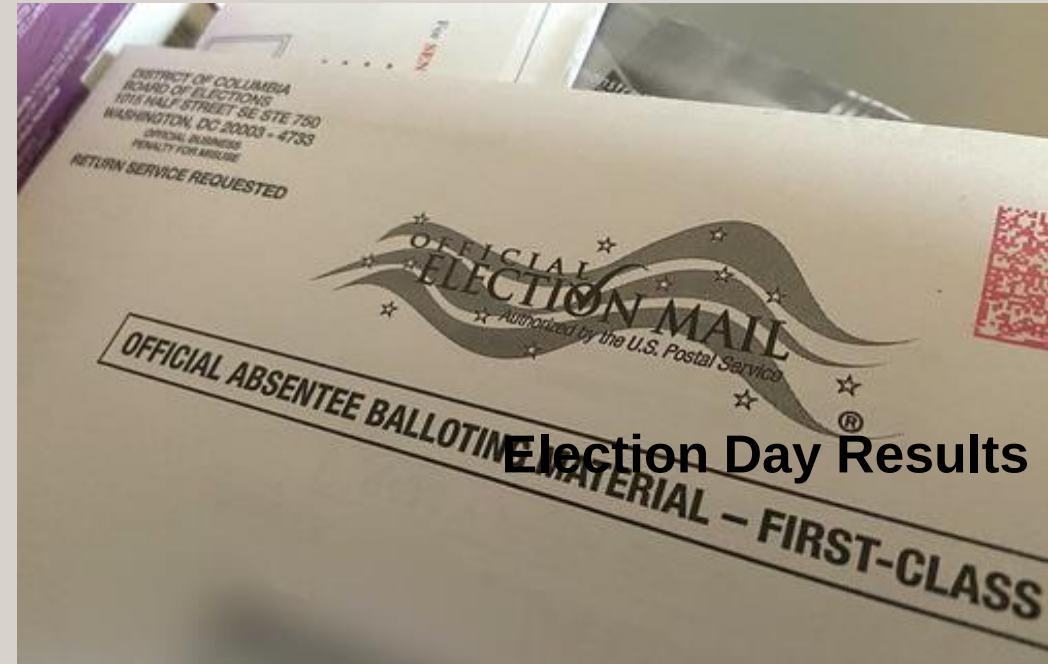
Emergency Ballot

Justice of the Peace

Every 4 years

Voter Registration

The Town Clerk's office staff can act as an admission of electors to any applying person in the absence of the Registrars.



Election Day Results

Election Related Duties

- Prepare & print all ballots –Absentee, Early Voting & Poll.
- Notify & send election reports to Secretary of the State.
- Prepares & publishes election notices.
- Primary & Nominating Petitions.
- Audit & Report Election Results

ELECTION RESULTS



Highlights of fiscal year 2023/2024

Municipal Election

November 7, 2023

Special Town Meeting

September 27, 2023

Voted and approved to sell the town-owned residential property located at 332 Colonel Ledyard Highway to Leonard D. Sherman for \$280,000.

Republican Presidential Primary

April 2, 2024

Democratic Presidential Primary

April 2, 2024

Special Town Meeting

October 10, 2023

Voted and approved to appropriate up to \$16,082.00 from the Parks and Recreational Capital Non-Recurring fund -Site improvement for the Pfizer Field Improvement Project.

Special Town Meeting

September 13, 2023

Voted and approved to transfer/convey the following town owned properties to Avalonia Land Conservancy:

1. 334 Colonel Ledyard Highway
2. 538R Colonel Ledyard Highway

Special Town Meeting

October 10, 2023

Voted and approved to appropriate an additional \$1,825,000 (increasing the appropriation and borrowing authorization to an aggregate \$8,550,000) for various school improvement projects and authorizing the issuance of bonds and notes in the same amount to finance the appropriation.

Activity Summary

FY 2023-2024

Total	
Land Records	2,986
Births	173
Marriages	97
Deaths	125
Dog Licenses	1,129
Trade Name Certificates	26



Other Town Clerk Duties

- Maintains and archive board & commission minutes
- Military Discharge forms (DD214)
- Town Ordinances
- Process notary public registrations
- Issue Liquor Permits
- Trade Name Certificates
- Perform oaths to Justice of the Peace, Elected and Appointed Officials

TEAM

Patricia A. Riley
Town Clerk



Lisa Sartori
Assistant Town Clerk



Closing

Our office is continuously striving to provide courteous and efficient services to our residents and customers through modern and cost-effective methods. We pride ourselves in serving all who come to our office and are honored to have the opportunity to do so.

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