



2025 Year End Report
Presentation

Bristol Town Clerk's Office



2025: A Year in Review

Message from the Town Clerk

As I reflect on 2025, I am proud of the steady and purposeful work accomplished by the Town Clerk's Office in service to the residents of Bristol.

This year was defined by diligence, modernization, and a strong commitment to accuracy, accessibility, and accountability. Although not an election year, we remained focused on election readiness through staff training, equipment maintenance, and procedural review to ensure secure and transparent elections whenever called upon.

We also advanced records modernization, expanded online access, and streamlined licensing processes – balancing innovation with the preservation of Bristol's historic public record. 2025 also required collaboration.

The Clerk's Office works closely with the Town Council, Administration, Police Department, Public Works, Secretary of State, Board of Elections, and countless community partners. Strong communication and teamwork remain central to our success.

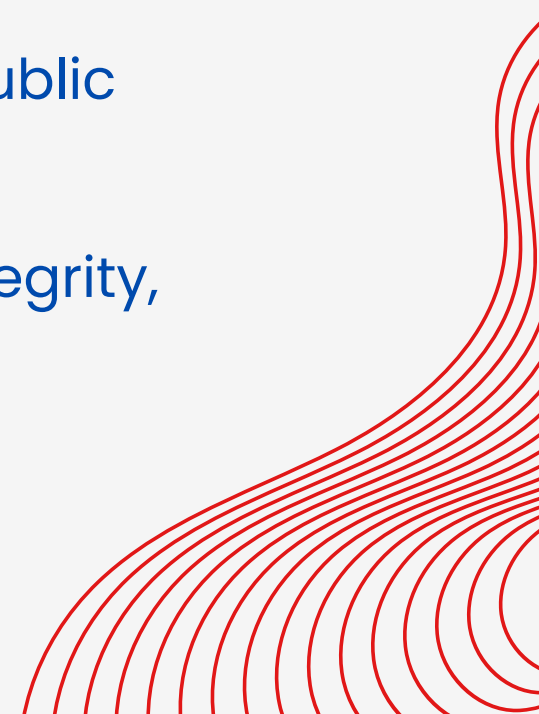
Most importantly, we never lose sight of whom we serve. Whether assisting a resident with a marriage license, helping a business navigate licensing requirements, guiding candidates through nomination procedures, or preserving documents that date back generations, every interaction matters.

As we look ahead to 2026, our focus continues on election preparedness, digital accessibility, and responsive public service.

It is an honor to serve as your Town Clerk. I remain committed to leading an office rooted in professionalism, integrity, and service excellence.

Respectfully submitted,

Melissa Cordeiro



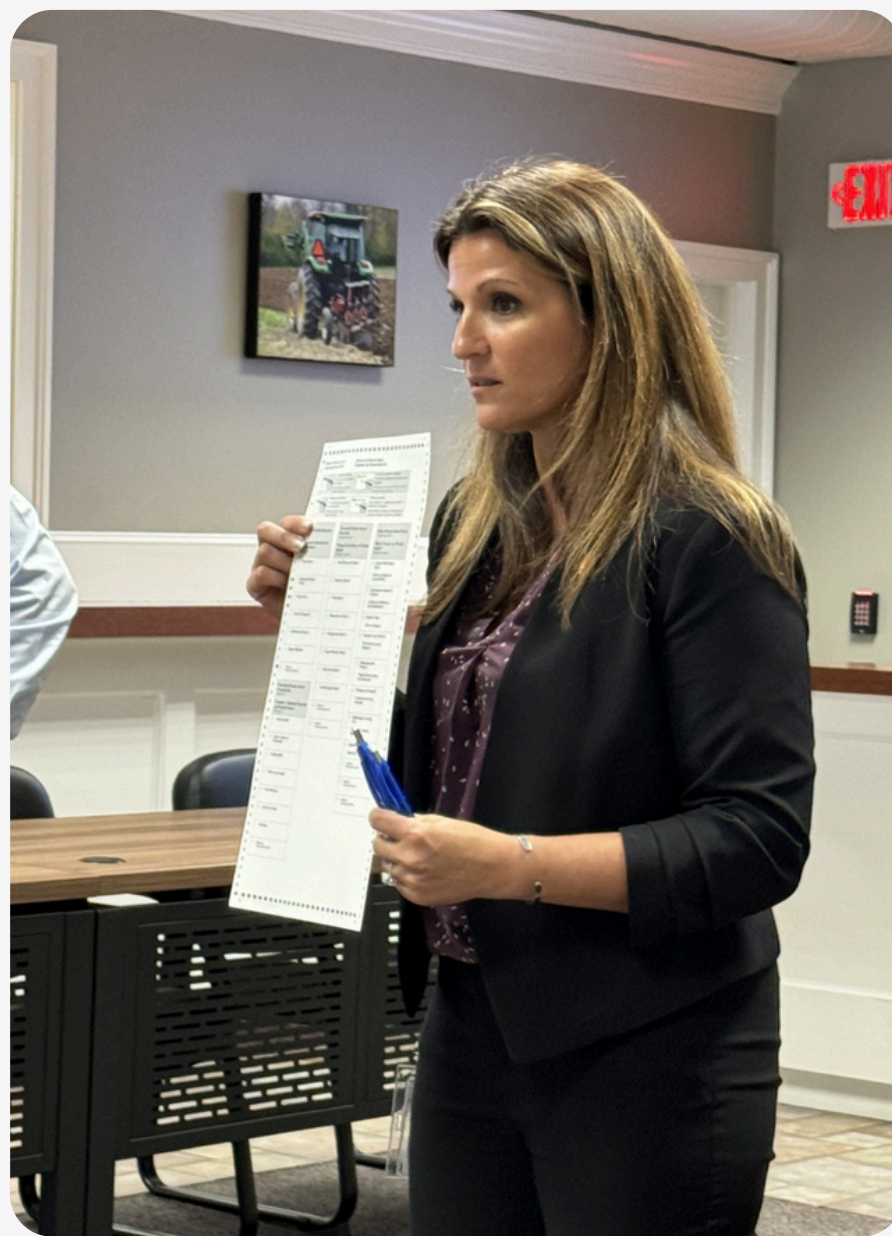
Mission Statement : Town Clerk's Office

At the heart of our community, the Town Clerk's Office is dedicated to serving with integrity, care, and professionalism. We are proud to be trusted stewards of Bristol's public records and to provide essential services with accuracy, respect, and a genuine commitment to helping others.

Our work is rooted in transparency, collaboration, and continuous growth. We strive to make government accessible and welcoming, preserving our town's history while thoughtfully embracing improvements that benefit residents and local businesses alike.

Through teamwork, innovation, and a spirit of service, we aim to build lasting relationships and support the vibrancy of our community — today and for generations to come.

Voter Engagement, Registration & Elections



Voter Registration

Overview of registered voters in Bristol



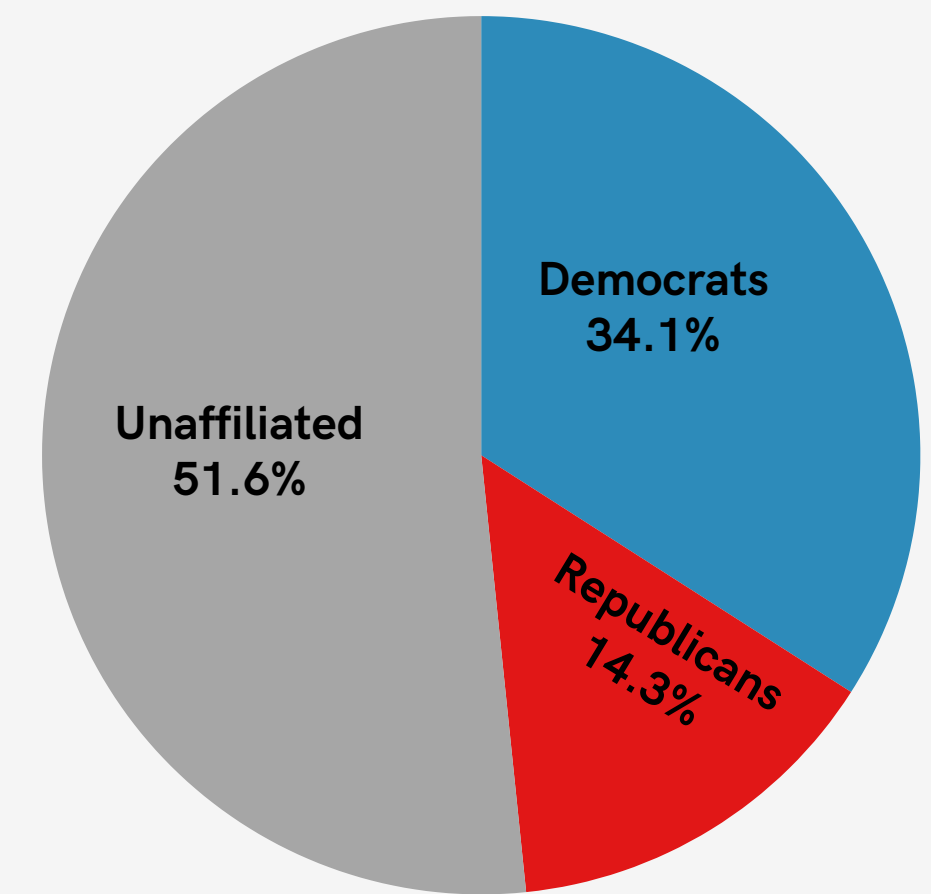
Total Registered

The total number of registered voters in Bristol reached **15,287**, showcasing a steady commitment to civic engagement and participation in the electoral process.

New Registrations

In 2024, the Town recorded 1,223 new voter registrations. In 2025, that number decreased to 748 new registrations.

This fluctuation is consistent with the typical pattern of higher registration activity during presidential election years, particularly in a university community where many voters utilize same-day registration. Non-election years generally see more routine registration activity



Party Breakdown

The voter demographics include:

- **5,207 Democrat**
- **2,187 Republican**
- **7,893 Unaffiliated**

This reflects the diverse political landscape of our community.

Election Operations: Rediness, Engagement & Development

Operational Preparedness

- Maintain voter database accuracy and conduct routine list maintenance
- Perform National Change of Address (NCOA) reviews four times annually
 - 583 Records Processed
- Jury Commission Coordination
 - 123 Records processed
- Inactive Voter Review
 - 364 Records processed

Professional Development

- Participate in Election Certification programs- 6 of 13 courses complete

Civic Engagement

- Conduct high school voter registration outreach to encourage early participation
- Promote civic responsibility among first-time and eligible student voters
- Host mock elections for 5th-grade students



Elections

Notable Initiatives - Election Security Grant Implementation

2024: Awarded an Election Security Grant to strengthen election infrastructure and records management.

Enhanced Security:

Utilized grant funds to purchase secure election storage cages, improving the physical protection of voting equipment and sensitive materials.

Public Safety Support:

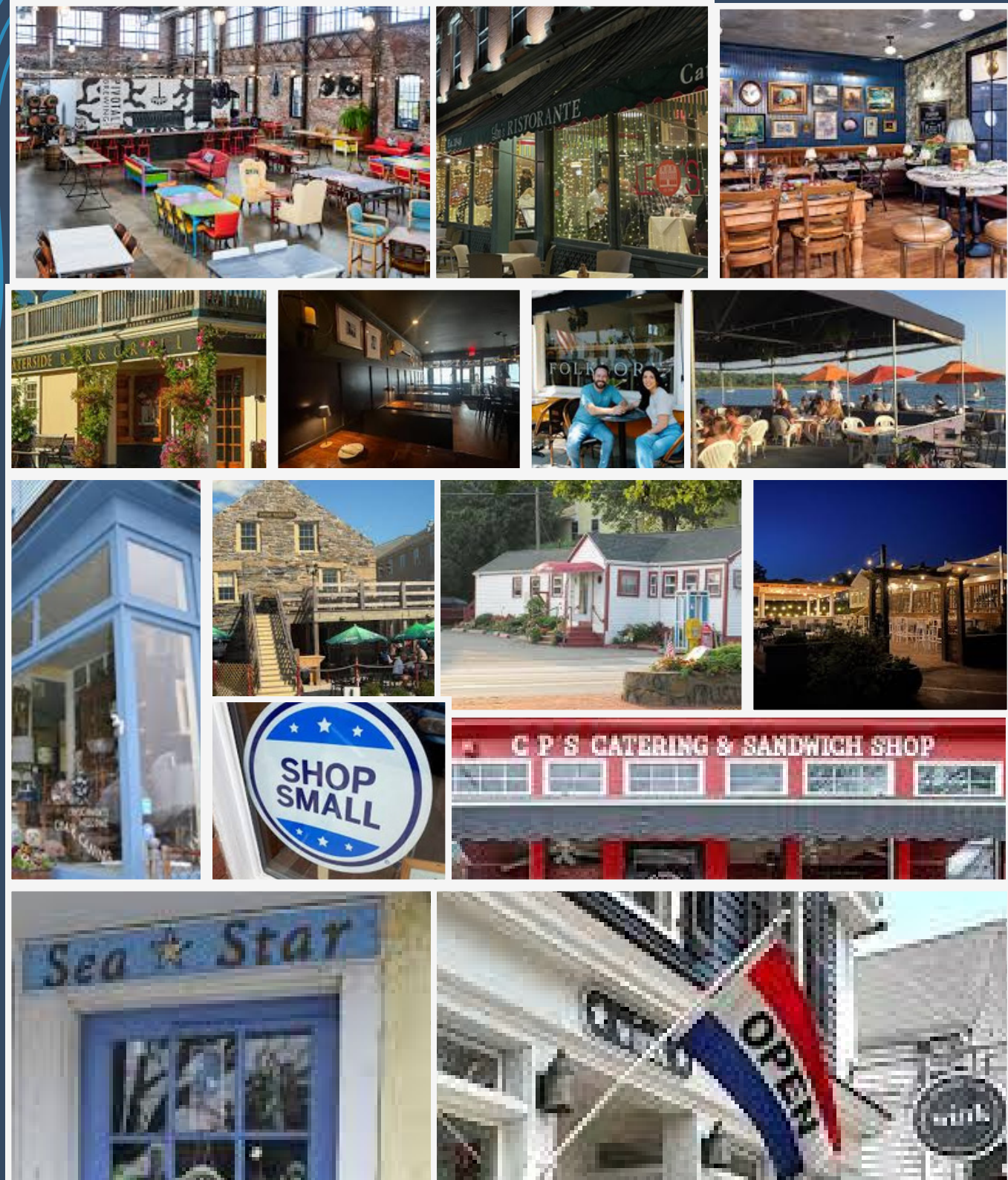
Allocated grant funding to provide police presence at polling locations and assist with secure ballot transportation.

Records Modernization (2025):

Implemented a grant-funded voter registration filing system, eliminating outdated voter cards and improving organization, accessibility, and long-term records management.

This multi-year initiative reflects the Office's continued commitment to election security, operational improvement, and responsible stewardship of grant funding.

Business Licensing



In 2025, the Town Clerk's Office issued numerous business-related licenses, reflecting a community thriving in entrepreneurship and innovation.

As part of ongoing modernization efforts, the Office began transitioning to a new online licensing platform to streamline the application process and improve accessibility for businesses.

The online system launch is underway and is expected to be fully implemented in 2026.

Business Licensing continued...

Overview of licensing activities for 2025

New Licenses

In 2025, a total of **256 business licenses** were issued, reflecting a significant increase from **199 licenses** in the previous year, indicating a vibrant local economy.

Special Events

The number of special event permits surged to **47 in 2025**, up from **18 in 2024**, showcasing the community's increasing engagement in local celebrations and activities.

Business Licensing continued...

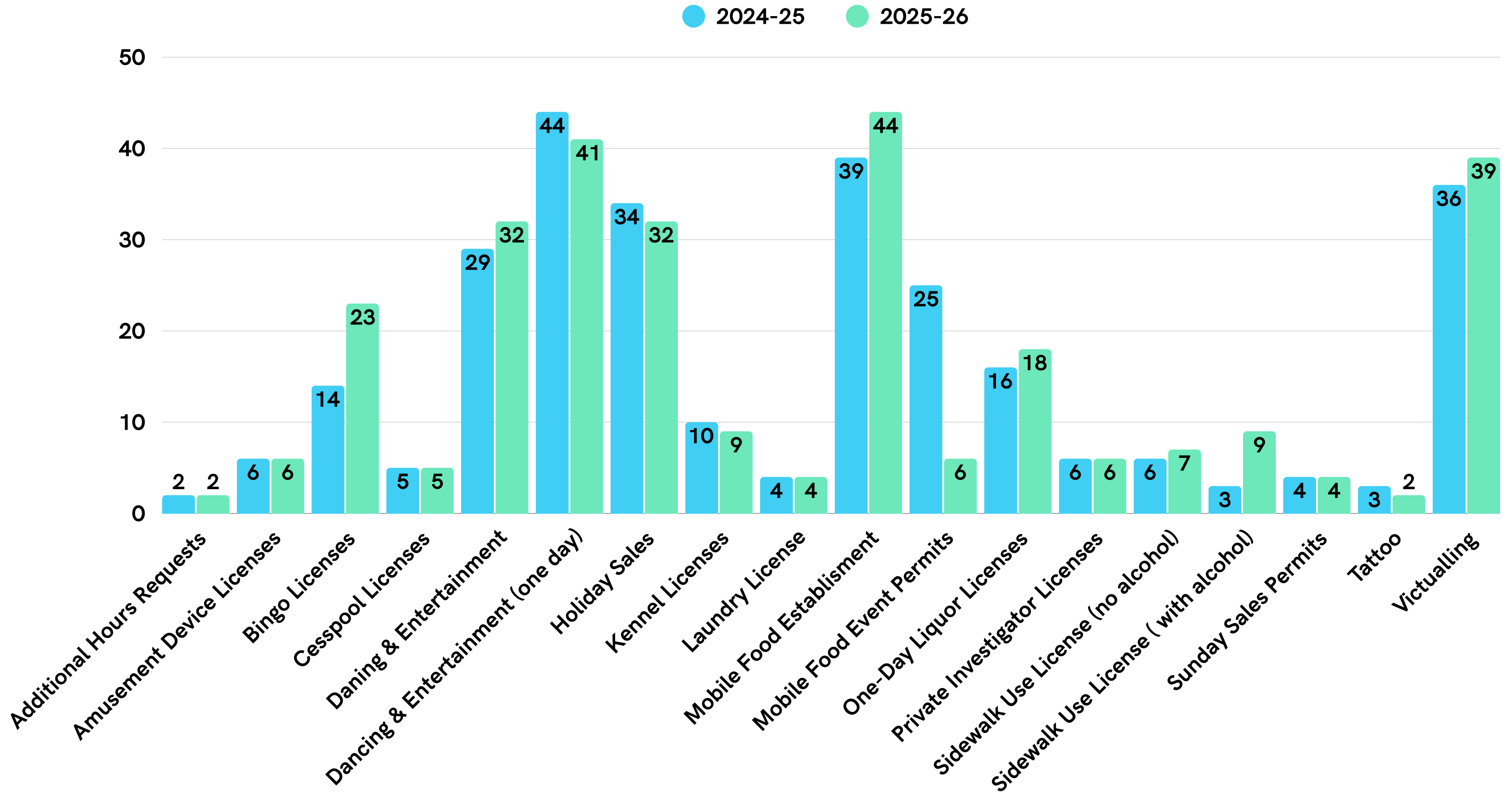
The Town Clerk's Office administers and processes a wide range of business and regulatory licenses & permits, including:

- Mobile Food Truck Licenses
- Mobile Food Event Permits
- Holiday Sales License
- Dancing and Entertainment Licenses
- One-Day Dancing & Entertainment Licenses
- Kennel Licenses
- Tattoo Licenses
- Victualling Licenses
- Laundry Licenses
- Sunday Sales Permits
- Additional Hours Requests
- Cesspool Licenses
- Amusement Device Licenses
- Bingo Licenses
- Private Investigator Licenses
- Sidewalk Use Licenses
- Junk & Secondhand Licenses

Liquor Licenses

- Class BV- Full License
- Class BVL- Limited beer & wine
- Class BH- Hotel
- Class A- Liquor Stores
- Class C- Special
- Class D- Club License
- F1- one day Full
- F2- one day limited

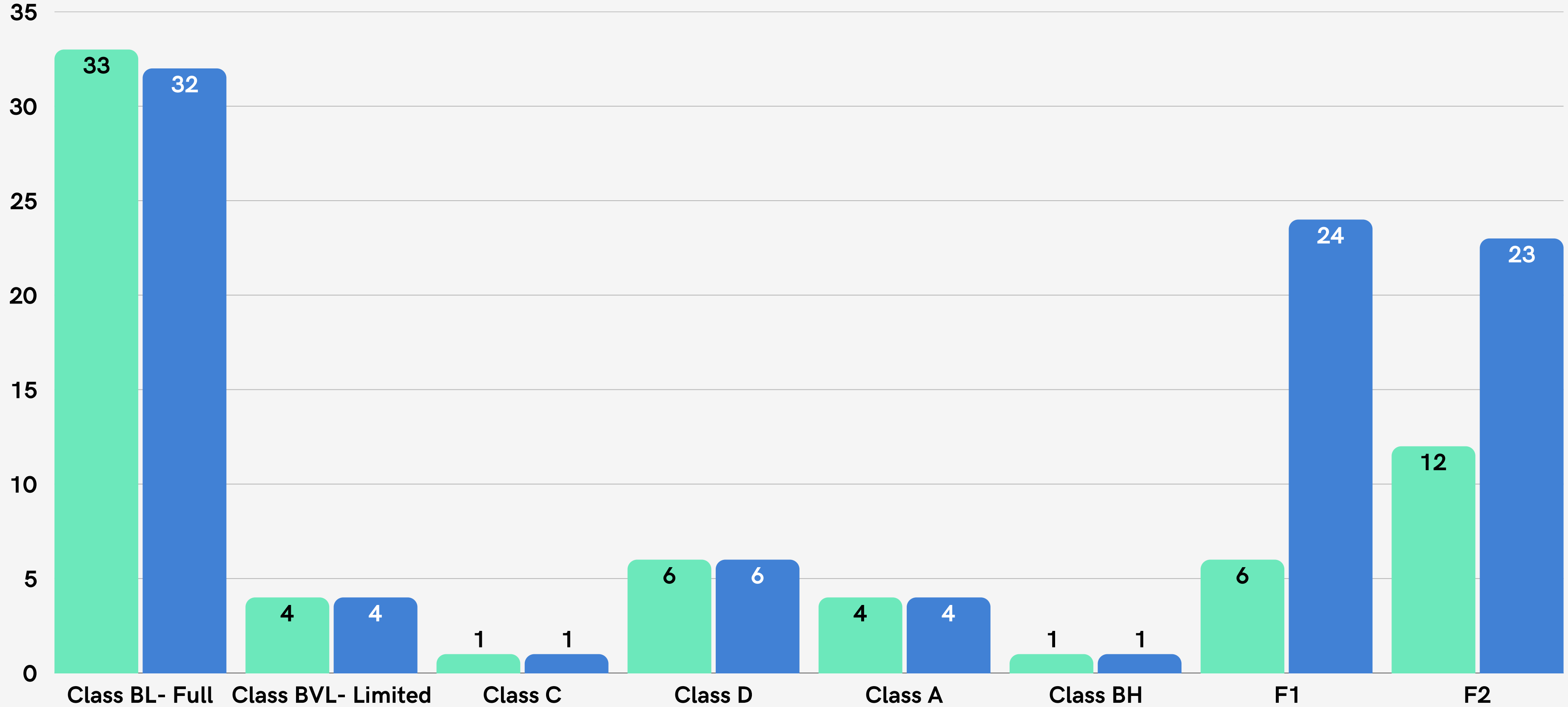
Comparative Business License Issuance:



Note: All figures and statistical data contained in this report reflect the calendar year (January 1 – December 31, 2025). Due primarily to the structure of current recording systems, data is tracked and compiled on a calendar-year basis and may not align with the Town's fiscal year reporting.

Comparative Liquor License Issuance:

● 2024-25 ● 2025-26



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Dog Registration & Rabies Clinic



 1,092- Dog licenses Issued

 53- unrenewed licenses

 54 - reported deceased

During calendar year 2025, the Clerk's Office participated in the Bristol Animal Shelter's annual rabies clinic held each March.

As part of this collaborative community effort, the Office provides on-site dog licensing services, offering residents a convenient "one-stop" opportunity to vaccinate and register their dogs.

 In 2025, a total of 80 dog licenses were issued during the clinic.

Parking Permits Overview



The Clerk's office issues Residential Parking Stickers to residents living within the designated downtown residential district, as well as State Street and Church Street Dock stickers available to any Bristol resident. Temporary Visitor Passes are also issued by our office for overnight guests of residents within the downtown residential zone.

**885 Residential Parking
Stickers issued**

688 in person & 197 online

**652 State Street & Church
Street Dock Stickers issued**

579 in person 69 online

**264 Temporary Visitor
Passes issued**

Land Evidence Records

The Clerk's Office recorded a total of 2,956 land evidence documents in 2025, including deeds and mortgages, ensuring the continued accuracy and integrity of Bristol's land records. The Office also implemented a Fraud Alert notification system to enhance property owner protections.

Recording Statistics

- **2,956 total documents recorded**
- 353 deeds recorded
- 539 mortgages recorded
- 0 foreclosures recorded
- 13 Land Evidence Plan Sets

Fraud Alert Program

Land Evidence Fraud Alert system was implemented to provide property owners with an added layer of protection. This free notification service alerts residents if a document is recorded in their name, helping to proactively detect and prevent potential property fraud. As of year-end, **260** residents had enrolled in the program.

Real Estate Conveyance

- **\$201,405,745.00 total value of property conveyances**
- \$1,200,404.41 total conveyance tax collected
 - **\$498,849.42 retained by the Town (47.83%)**
 - \$543,052.99 remitted to the State (52.17%)

Land Evidence Records continued...

Technology Advancements & Preservation Efforts

The Clerk's Office has made significant advancements in modernizing public access to land records while preserving Bristol's historical documents. Since 2020, expanded digital access and comprehensive archival efforts have substantially increased both online availability and search capabilities.

Highlights:

- In 2020, land evidence images were available only onsite and dated back to 2020; records are now available online from 1954 to present, adding more than **59 years** of accessible images.
- Indexed documents without images previously dated back to **1985**; records are now indexed back to **1946**, improving historical search functionality.
- Completion of the all Hanging Map Scanning Project (initiated in 2024 and completed in 2025) totaling **729 additional land evidence plan sets** scanned, digitally preserved, and made available for online search.

As this is the first year-end report, this overview highlights the initial progress made, with the intent to provide year-over-year comparisons in future reports to demonstrate continued improvements and trends.





Municipal Court

Overview of court activity and outcomes

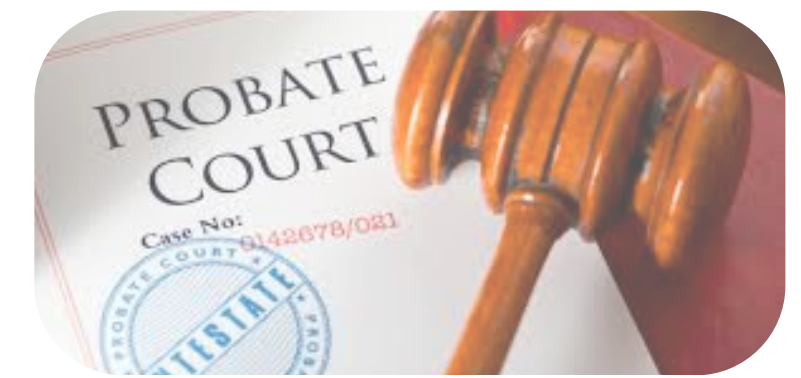
Court Activity:

- 22 court sessions held
- **1,789 total cases processed**
 - 687 Traffic Violations
 - 988 Parking Citations
 - 39 Ordinance Violations
 - 75 Harbor Violations

Financial & Enforcement Activity:

- **\$91,173 in fines collected**
 - Total reflects funds received in 2025 and may include payments for citations issued in prior years.
- 153 license suspension requests
 - submitted to the Division of Motor Vehicles
- 148 suspensions satisfied
 - Satisfied suspensions may include compliance from prior-year cases.
- 20 owner liability determinations processed

Probate Court



In 2025, the Probate Court continued to efficiently administer estate matters, guardianships, and name changes, while advancing significant preservation efforts through the ongoing scanning and indexing of historical probate records

Case Activity:

- 27 court sessions held
- **115 probate cases filed**
 - 75 full estates
 - 30 small estates
 - 10 probates with no assets
- 71 Estates filed
 - (61 full and 10 with no assests)
- 5 guardianships filed
- 14 name changes processed
- 4 citations served
- 118 estates closed
 - (closures may include estates filed in prior years)

Preservation & Administrative Activity:

- 677 Name Change Files- Scanned and Indexed
 - 516 Small Estate Files- Scanned and Indexed
 - 544 Wills no Assets- Scanned and Indexed
- * \approx 1,826 Probate Case Files- Scanned and Indexed
(estimated based on \sim 11 case files per folder; 166 of 270 folders completed — over 60% complete)

Records will be made available for online search upon completion

- 52 burial plot deeds registered

Vital Records

The Clerk's Office continues to provide comprehensive vital record services to residents and the public, processing birth, death, and marriage records through both in-person and mail requests. In 2025, the following activity was recorded:



Birth Certificates Issued – 535 Total

- 524 issued in person
- 11 issued by mail



Marriage Certificates Issued – 635 Total

- 604 issued in person
- 31 issued by mail



Death Certificates Issued – 988 Total

- 963 issued in person
- 25 issued by mail



Marriage Licenses Issued – 224 Total

- 224 issued- in person only

Town Council Support

The Clerk's Office provides comprehensive administrative, legislative, and statutory support to the Town Council, ensuring compliance with Open Meetings requirements, managing public notice obligations, and processing legislative and citizen-driven actions.

Meeting Administration

- 25 Town Council agendas posted (regular, budget, and special meetings)
- 40 sets of minutes published (Town Council, Special Meetings and Executive Sessions)

Public Notice & Compliance

- 157 legal advertisements published
- 106 abutters notices issued
- 74 accessible parking spaces maintained

Legislative & Petition Processing

- **193** petitions processed
- **831** departmental recommendations processed
- **17** ordinances processed
- **10** curb cuts added in 2025
- **9** public hearings conducted
- **3** flag petitions certified (111 registered voter signatures verified)
- **2** voter initiatives processed (**586** signatures verified)

Procurement & Other Administrative Actions

- **23** bids processed
- **22** citations issued
- **9** proclamations prepared
- **5** commendations issued
- **23** resolutions adopted

Town Council Support

continued...

Boards and Commissions

The Clerk's Office administers and supports all boards and commissions appointed by the Town Council, overseeing appointments, reappointments, background compliance, oath administration, and related official records

Administrative Overview:

- 35 active boards and commissions
- 406 active board and commission members

Appointment & Compliance Activity:

- 17 Interviews scheduled
- 278 BCI background checks processed
- 117 Warrants issued
- 38 Oaths of Office administered
- 227 Reappointment notices issued

Town Council Support

Green Initiative – Digital Transition

continued...

Through the Clerk's initiative and with the support of the Town Council, electronic agenda packets were implemented to advance the Town's sustainability efforts and modernize operations .

Highlights:

- Each Council meeting packet averaged **approximately 425 pages**
- Historically, **10 printed copies** were produced per meeting
- Transition to digital distribution eliminates bulk printing
- Reduces paper consumption, printing costs, and environmental impact
- Approximately **63,750 sheets of paper saved annually**
- Approximately **7-8 trees saved annually**- *because our municipal government knows when it's time to leaf things better than we found them.*



The accomplishments of the Clerk's Office would not be possible without the dedication, professionalism, and teamwork of our staff. While the photos included in this report were taken during Municipal Clerk's Week, they represent the collective effort of a team that works across all divisions of the Office every day. The staff also assisted in compiling the data and information reflected in this Annual Report and help deliver the wide range of services outlined throughout.

- **Carla DeCosta, Deputy Clerk**
- **Cathy Marshall, Senior Clerk** – Primarily assists with Elections and Business Licensing
- **Paula Carroll, Senior Clerk** – Primarily assists with Probate Court
- **Margarida Chaves, Senior Clerk** – Primarily assists with Land Evidence
- **Whitney Squires, Senior Clerk** – Primarily assists with Municipal Court

Although each staff member has designated areas where the majority of their responsibilities lie, all team members are cross-trained and assist in every aspect of Clerk's Office operations. Their flexibility, institutional knowledge, and commitment to public service ensure that the Office continues to operate efficiently and effectively for the residents of Bristol.



Carla DeCosta



Clerk's Office Staff



Margarida Chaves



Cathy Marshall



Whitney Squires



Paula Carroll

The Team Behind the Work

Looking Ahead- 2026 Priorities

As the Clerk's Office continues to modernize and enhance public service delivery, several key initiatives are planned for 2026:

Digital Expansion, Preservation & Public Access

- Continued digitization of Town records and expansion of preservation initiatives
- Increased online access to public documents to improve transparency and accessibility
- Launch of the Online Vital Records Request System
- Implementation of the Online Business Licensing Platform

Elections & Voter Engagement

- Expanded voter education initiatives
- Preparation and planning for the 2026 elections
- Increased poll worker recruitment and training efforts

These priorities reflect the Office's ongoing commitment to accessibility, efficiency, transparency, and responsible stewardship of Bristol's public records.

