

# CONNECTICUT TOWN CLERKS ASSOCIATION, INC.

## EXECUTIVE BOARD MEETING

April 27, 2006

Crowne Plaza Southbury  
Southbury, CT

Executive Board Members present: Sandra Hutton Russo, President  
Joseph Camposeo, Executive Vice-President  
Laura Francis, Second Vice-President  
Sarah V. Becker, Secretary  
Marguerite Phillips, Treasurer

County Vice-Presidents present: Patricia Strauss, Fairfield County  
Irene Masse, New Haven County  
Leslie Cotton, Hartford County  
Debra Denette, Middlesex County  
Dee Anne Brennan, New London County  
Cathy Nurmi, Windham County

Sandra Russo, President, called the meeting to order at 3:30 p.m. Cathy Nurmi moved, seconded by Irene Masse and unanimously voted, to approve the minutes of February 8, 2006.

Marguerite Phillips, Treasurer, reviewed her reports as of May 31, 2005 through March 31, 2006 and advised that as soon as April is complete she will close the fiscal year. Leslie Cotton moved, seconded by Deb Denette and unanimously voted, to accept the Treasurer's report.

There was no old business to come before the Board.

NEW BUSINESS: Dee Anne Brennan suggested that we give thought to revamping our conference program. Sandra advised that State Statute requires this to be an "election" conference and that Friday is the day we have to cover other topics. Sandra will have a meeting with the Elections presenters asking them to be more creative (power point, etc.). Dee Anne also suggested we have a "new clerk" breakout and to provide other alternatives to the more experienced clerks. Laura Francis felt that a records management class at the September conference is a possibility.

Joe Camposeo felt we should get an assessment where everyone is in terms of technology. Therese Pac, Technology Committee Chairman, pointed out the initiatives her committee is undertaking in this regard and will have this information compiled and ready for the next conference.

## COMMITTEE REPORTS

LEGISLATIVE: Sandy complimented Patty Strauss on her Legislative presentation at the Annual Meeting. Patty asked that we all email our Senators supporting Bill #67.

EDUCATION: Therese Pac read the following report –

“The Education Committee is composed of the following members: Therese Pac, Chairperson and Bristol Town Clerk; Sharon Miller, East Hartford Town Clerk; Lisa Leary, East Haven Town Clerk; Paula Ray, Farmington Town Clerk; Betsy Barrett, Lisbon Town Clerk; Ginger Salisbury, Southbury Town Clerk; Kate Wall, Berlin Town Clerk (advisor).

The Education Committee met on April 11, 2006 to discuss the upcoming May Town Clerk Academy classes, the creation of an evaluation sheet for future classes, make-up classes for certification courses, the possibility of a sixth Town Clerk Certification module relating to computer programs or technology, a survey of members regarding courses of interest, and IIMC Certification of the Connecticut Certified Municipal Clerk Program.

The courses for May, 2006 are a panel discussion regarding Other Duties of the Town Clerk, Business and Professional Communication, and Ethics Laws and Training for Municipal Officials.

The focus of the Committee for the short term is to facilitate the completion of the application for IIMC recognition of the Connecticut Certified Municipal Clerk Program. IIMC acceptance of the 2005 December Academy is a priority. We are currently working with Mohammad Eftekhari of IIMC to facilitate this. In addition, IIMC has requested creating and incorporating a self-test or essay into the class requirements. The Committee will begin requiring the essay at the May Town Clerk classes.

The long term goals of the Committee include a review of the scheduled and future course offerings for the Connecticut Town Clerk Academy, the taping of classes, future course offerings particularly for MMCA and a review of course costs. The Education Committee hopes to work in conjunction with the Certification Committee on a policy for make-up courses.

The Education Committee is pleased with the performance and assistance of CCSU in educating Town Clerks. It was suggested that the Association recognize their contribution. The Committee looks forward to an interesting year of educational offerings.”

CERTIFICATION: Lisa Valenti reported that Deb Calamari was appointed by the Secretary of State of serve on the Certification Committee. Lisa advised that 36 are eligible to take the certification test which will be held in Newington on June 6<sup>th</sup> at 10:00 a.m. Beginning June 2007 the cost of the test will be \$50.00 and the retake \$30.00. Discussion was heard regarding the fact that there are no make-up classes for school; if a

class is missed for whatever reason (unless cancelled by the Committee) you must wait until that class becomes available again. It was suggested that this notice be printed on the brochure and on the website with a list of dates and class rotation.

Lisa thanked Laura Francis for getting the Handbook (Vital Statistics portion) on the website which can be downloaded .... other parts of the Handbook will also be available soon.

MEMBERSHIP: Lisa Leary reported that seven (7) new Town Clerks now have mentors.

SCHOLARSHIP: Bill Hamel was unable to be with us; however, Laura Francis brought everyone up to date on his wife's condition. We all will keep them in our prayers.

VITALS: Irene Masse reported.

CONFERENCE: The Fall Conference will be held at Waters Edge in Westbrook. April, 2007 will be at Adrians Landing in Hartford.

Questions were raised as to the County's responsibilities regarding hosting a Conference. Sandra and Laura will prepare a booklet defining the duties of the hosting County and see that it is distributed to the County VP's for reference.

TECHNOLOGY: Therese Pac read the following report –

“The members of the Technology Committee are Therese Pac, Chairperson and Bristol Town Clerk; Agnes Pier, Windsor Town Clerk; and Betsy Brown, Fairfield Town Clerk.

The Committee's primary goal is to assist in upgrading the skills of Town Clerks by providing and encouraging opportunities to utilize technology in their offices and to inform Town Clerks about software programs and existing and future technologies.

In February and March, Laura Francis and Therese Pac met with the Secretary of State regarding converting forms utilized in the Town Clerk's offices to a computer format. The Secretary of State's converted several forms which Laura subsequently posted to the Town Clerk's website. The Secretary of State will continue to work on other forms. The Committee plans to meet with other agencies, perhaps DRS and DEP to discuss how technology can enhance the processing of other functions performed by Town Clerks.

The Committee met on April 12, 2006 to discuss monitoring and researching the process of allowing downloadable documents from a Town Clerk's land record system to the web, creating a survey for the membership to determine what kind and to what extent technology is used in Town Clerk's offices, the creation of a technology module for the Town Clerk's school, and developing means to inform Town Clerks about possible uses of their grant money that involve technology.”

Laura Francis advised that the website needs to be more password protected (forum, handbook, DRS, etc.). A password will now be required on various items on the website. The County VP's will call and advise the Town Clerks of this new system and what password they will use. This password is only for use by the Town Clerk and Assistants.

Laura also noted that it is time to train additional people as "webmaster". She requested that the Executive Board members and County VP's take this training which only would be a one-half day class. Therese Pac will check with Bristol High School to possibly procure this location for training. We will be notified of date and time.

RETIREES: Sandra asked that if anyone is aware of a retirement they contact Lisa Leary.

Patty Strauss requested that the Secretary email to all County VP's the current membership list so they in turn can contact those in their County who have not yet sent in their CTCA dues.

On a motion duly made and seconded it was unanimously voted to adjourn at 4:35 p.m.

Respectfully submitted,

Sarah V. Becker  
CTCA Secretary