

**TOWN CLERK
TOWN OF WINCHESTER**

Fiscal Year 2017/2018

**Town Clerk - Sheila S. Sedlack, CCTC, CMC
Assistant Town Clerk – Janice L. Flaherty**

The Town Clerk is elected for a two-year term by the electors of the town and serves as clerk of the Board of Selectmen and Registrar of Vital Records. The office is governed by the Charter of the Town of Winchester and Connecticut State Statutes. The office is responsible for a wide variety of municipal and intergovernmental services. The General Statutes of Connecticut directly outline the duties of the clerk and establish standards and procedures for the restoration of the valuable records that are maintained in the office. The pricing for the services we offer is also regulated by the State. All legislative changes and Freedom of Information Laws are strictly followed as well as the laws written by the State Elections Enforcement Office.

The role of the Town Clerk is always changing with advanced technology offering the public greater information in an expedient way. The Connecticut Town Clerk's Association is an active organization both on the local level and state level. The Town Clerks now play a greater role in any legislation concerning the laws that govern our towns and offices. Therefore, it is necessary to stay active in this Association in order to provide the best service available.

The land records generate the bulk of the documents filed in the office. The documents filed for Land Records for this fiscal year totaled \$132,584. The conveyance tax collected for transfer of titles this fiscal year totaled \$82,233. for a grand total in revenue of \$214,817 for land records. This represents 2,306 documents filed during this fiscal year.

Our land records are now available to the public through a portal which allows searches to be done at home or in the office around the country. A broader span of searches is now offered to the public as well.

We now offer e-recording to the public, so documents can be filed from any place in the country electronically.

We have updated our land record portal to be available throughout the building to other offices.

All copies of land records are offered to the public, from the office at \$1.00 a page and through the land record portal at a fee of \$1.25 for each page. Scanner use brought in a total of \$40. Revenue of \$5,520 from office copies and \$4,450. from the portal for a total revenue of \$10,010.

Notary Services:**Notary Fees: 253 Total Revenue \$1,279.****Notary Filing Fee: 32 Total Revenue \$320.****Business Activity, Three-Year Comparison
Town Clerk's Office**

	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>
Recording	\$138,934.	\$148,089.	\$132,584.
Vitals	\$ 17,067.	\$ 17,580.	\$ 16,788.
Sporting Licenses	\$ 4,630.	\$ 4,134.	\$ 4,151.
Dog Licenses	\$ 12,284.	\$ 11,295.	\$ 10,833.
Conveyance Tax	\$ 80,195.	\$ 89,607.	\$ 82,233.
Xerox	\$ 9,531.	\$ 10,611.	\$ 10,010.
NotaryPublic	\$ 1,660.	\$ 1,570.	\$ 1,590.
 Gross Income	 \$264,301.	 \$282,886.	 \$258,190.

Total Documents filed: 1,995**Foreclosure Registrations 86 total revenue \$4,904**

Through the diligent work of the Dog Warden the number of dogs that were licensed for this fiscal year totaled 1,026 and 14 Kennels. The newest Dog Program has proven to be an efficient system. The Canine Program is connected to the Police Department, which in turn will provide the necessary information to the Police Department and the Dog Warden during the hours that the Clerk's office is closed. The licensing of one's dog is of a health issue for all residents, as the owners must provide proof of updated rabies vaccinations before we can license their pet.

Male/Female 112	Total \$ 2,128.00
Spayed/Neutered 911	Total \$ 7,288.00
Kennel Licenses ten tags 10	Total \$ 510.00
Kennel Licenses twenty tag 4	Total \$ 408.00
Late Fees 495	Total \$ 495.00
Tag replacement & transfers	Total \$ 4.50
Guide & Service Dogs 3	No Fee Charged

Gross Income \$10,833.50

Processing Vital Records is another area that requires time and knowledge of the General Statutes of Connecticut. This office is responsible for processing and issuing certified copies of Birth, Death and Marriage Certificates. A pleasant duty is that of

issuing a marriage license to anyone who is to be married in the Town of Winchester. Sexton's Reports, Home Births, Disinterment Permits, Sub Registrars, and Cemetery records are also our responsibility. Copies of many of these records are all forwarded to the State where many statistics are compiled.

<u>Certified Copies</u>	<u>Number Issued</u>	<u>Fees Total</u>
Births Full Copy	377	\$7,540.00
**Births Wallet	8	\$ 120.00
Deaths	213	\$4,260.00
*Cremation Permits	36	\$ 108.00
*Burial Permits	40	\$ 120.00
Marriages Certified	148	\$2,960.00
*Marriages (Licenses)	56	\$1,680.00

Total issued \$16,788.00

1 Home Birth was filed, the Clerk processes the Birth Certificate, from year 2003 birth certificates are processed through a State Vital Records program.

** Wallet sized Birth Certificates are no longer valid for Identification purposes.

*These items had fee increases as approved by the State of Connecticut.

The Town Clerk is the record keeper for all Board of Selectmen's meetings, Special Board of Selectmen's meetings, Town Meetings, all referenda, Public Hearings, and Budget Meetings. Agendas and minutes for the majority of the Boards and Commissions of the Town are also kept with the Town Clerk, as are the agendas of the Board of Education.

Minutes recorded for the past year are:

- 1 Annual Town Budget Meetings
- 1 Budget Referendum
- 1 Special Town Meetings
- 24 Board of Selectmen's Meetings
- 5 Special Board of Selectmen Meetings.
- 3 Public Hearings.
- 1 Municipal Election

Equipment provided by the Department of Environmental Protection has enabled us to be connected to the state's main computer. This provides yet another service we provide for our residents.

Total numbers of licenses sold: 474 Total Revenue \$4,151.00

The office is presently connected, along with the Registrars of Voters, to the Centralized Voting Program. This enables access to voter information through the latest technology that the State has to offer. This goal was achieved because of the close cooperation with the Registrars. We are now connected with the State Elections Division which enables the Town Clerk and the Registrars to electronically transmit the final results of the elections directly to Hartford the night of the Elections, without any delay. Placement of candidates' names on a ballot is the responsibility of this office.

The Board of Selectmen and our citizens have continued to support on-going programs for the restoration of unique and valuable records dating back to 1744. The process is very expensive, but the office is making progress. We still have maps; land record volumes, indices and vital statistics that need attention. The State offers a yearly grant program for the restoration of documents for which funds would not otherwise be available. To date applications for grants that have been awarded total approximately \$89,000.00. This has led to the restoration of many valuable records. Without the help of the State and the grants they offer to the clerks these restoration projects would not have been possible.

My gratitude goes out to the Board of Selectmen, both past and present, for all the support this office has received over the years in helping us preserve all the town's valuable records.

Sheila S. Sedlack, CCTC - CMC

Dated: December 18, 2018