

TOWN CLERK

Town Clerk - **Sheila S. Sedlack**, CCTC, CMC

Assistant Town Clerk - **Cheryl L. Carriere**, CCTC

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 that we offer is 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 rapidly changing with advanced technology offering the public greater information than ever before. 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 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 \$135,768. The conveyance tax collected for land transfers this fiscal year totaled \$64,811 for a grand total in revenue of \$200,579 for land records. This represents 1,636 documents filed during this fiscal year.

Business Activity, Three-Year Comparison Town Clerk's Office

	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>
Recording	\$135,565.00	\$140,170	\$135,768
Vitals	\$ 19,112.00	\$ 17,968	\$ 16,485
Sporting Licenses	\$ 4,580.00	\$ 4,462	\$ 3,666
Dog Licenses	\$ 13,710.00	\$ 13,724	\$ 17,065
Conveyance Tax	\$ 48,333.79	\$ 48,115	\$ 64,811
Xerox	\$ 9,416.75	\$ 9,325	\$ 9,387
Notary Public	\$ 1,570.00	\$ 1,970	\$ 1,320

Gross Income	\$232,287.54	\$235,735	\$248,502
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Through the diligent work of the Dog Warden the number of dogs that were licensed for this fiscal year totaled 1,550 and 15 Kennels. The newest Dog Program has proven to be a very efficient system. We have accomplished the goal of having this program 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 a safety issue for all residents as the owners have to provide proof of updated rabies vaccinations before we can license their pet.

Male/Female	167	Total	\$ 3,173
Spayed/Neutered	1,375	Total	\$11,000
Kennel Licenses	15	Total	\$ 867
Late Fees	2,202	Total	\$ 2,022
Guide & Service Dogs	8	No Fee Charged	

Gross Income \$17,065

Dealing with 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. Along with the vital records that are already listed below are the Sexton's Reports, Home Births, Disinterment Permits, Sub Registrars, and Cemetery records. Copies of many of these records are all forwarded to the State where much information is compiled.

<u>Certified Copies</u>	<u>Number Issued</u>	<u>Fees Total</u>
Births Full Copy	321	\$6,420
Births Wallet	50	\$ 750
Deaths	237	\$4,740
Cremation Permits	48	\$ 144
Burial Permits	67	\$ 201
Marriages	135	\$2,700
Marriages (Licenses)	51	\$1,530
Total issued	\$16,485	

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 Election
- 1 Special Election - recount
- 4 Special Town Meetings
- 24 Board of Selectmen's Meetings
- 1 State 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: 388 Total Revenue \$3,666

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 as a result of the close cooperation with the Registrars. This office is now part of a pilot program for the State Elections Division which will enable the Town Clerk and the Registrars to electronically transmit the final results to Hartford the night of the Elections without any delay.

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 grant program for the restoration of documents for which funds would not otherwise be available. To date applications for grants that have been awarded a total of \$77,000. 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.