Information Services

Staff: 3 Full-time employees; 2 Part-time employees

Agnes Pier, Town Clerk
Anna Posniak, Deputy Town Clerk
Deborah Bouvier, Assistant Clerk
Patricia Kuszik, Assistant Clerk
Enita Jubrey, Assistant to the Town Manager

Town Clerk's Office

Main Roles
Record, preserve, protect, manage and maintain the Town of Windsor's records.

- Provide equal access to public records
- Issue and account to the state for licenses provided at the local level
- Provide election support to the registrars, the public and the state as prescribed by law
- Perform the duties of 'Information' for the town providing; uncontroversial notary services, as well as, information or direction to public inquiries.

80% of the functions are regulated by state law.

Windsor's historic documents were displayed during Windsor's 375th Anniversary celebration

Funding
Town Clerk Revenue:
User fee services to the general fund *($700k)*

Town Clerk Budget:

- 90% from the general fund
- 10% Other sources:
- Grants- State Records Administrator's Historic Documents Preservation grants:
  Targeted up to $10,000 Competitive as much as $50,000
- User Fees retained- Copier (est. 18k), Historic Document $1(est. 6k) and Open Land $1 (est. 6k), Funds are used for vault and document maintenance, technology improvement, document restoration, staff training, and grant augmentation.

The annual "Just for Fun" Dog Show promotes June as dog licensing month

Day-to-Day Operations:

- Clerk's office - open to the public 45 hrs a week Monday thru Friday 8:00AM to 5:00PM

Processed and/or issued on average:
Land & Map recording – 6,000 ● Licenses – 600
Vitals – 900 ● Vital Certificates – 1,800 ● Notaries – 1,700
Dog Licenses – 3,000 ● 1st Information Contact Telephone number
Election Support – 2 to 4 elections and referendums yearly, reporting on elections and campaign financing to the state as prescribed by law.

Improvements:

- Restored 250 two sided map boards, 5,666 maps imaged and accessible to the public
- Scanned 226 large land volumes 1640 to 1970 and indexes 1954 to 1969 with images accessible to the public
- Processed current land recordings in 24 hours from time-in to available in volumes.

Public Relations

Main Roles

- Provide information and maintain communication between the town and the residents and coordinate marketing efforts of the town to promote Windsor's potential for family and business success.
- Provide direct support to the town manager
- Support town departments with copying, mail and supply resources.

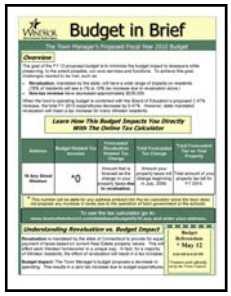
Funding

Public Relations (1.0 FTE) is funded through the general fund.

Day to Day Operations

The role of Public Relations is achieved through a wide variety of methods including:

- Town produced publications
- Newspapers
- Radio
- Television
- Electronic communications
- Special events
- Public education



Memorial & Veteran's Day observances

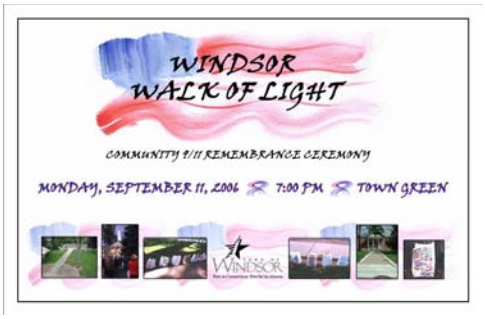
Windsor Citizen's Academy

70 Windsor residents have participated in the Citizen's Academy, a 7-week interactive program that provides an "inside look" into the daily operations of local government.

2009 Citizen's Academy Graduates

20% of participants who were never active in local government prior to the program have become engaged following their participation in this program.

Print Publications



9/11 Memorial observance
Coming in 2011

Photos by Wayne Dombkowski

Brilliant fireworks displayed at Loomis Chaffee School illuminated Windsor's 375th anniversary sky.