

Information Services

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

- Anna Posniak, Town Clerk*
- Francesca Villani, Deputy Town Clerk*
- Keitha Maldonado, Assistant Clerk*
- Donna Higgins, Assistant Clerk*
- Enita Jubrey, Assistant to the Town Manager*

Information Services Funding Sources	FY 2015 Adopted
General Fund - Info. Services	428,040
Reimbursements from other depts.	51,500
Subtotal: General Fund	479,540
Grants/User Fees/Printing Chargebacks	50,900
Subtotal: Special Revenue Funds	50,900
Total	530,440

Town Clerk's Office

Main Roles

Being one of the commonly visited offices in Town Hall, the Town Clerk's office provides the professional link between the citizens, the local governing bodies and the boards, commissions and agencies of town government.

Our main functions are the recording, indexing and copying of land record documents and maps; vital statistics (births, marriages and deaths); official repository of notices, agendas and minutes of the various boards and commissions; election related matters including but not limited to the issuance of absentee ballots, various reports to the Secretary of the State throughout the year and petition qualifying; answering various questions from residents and business customers; notarizing of documents; issuance of dog, marriage, sporting licenses; and receiving for record military discharges, trade name certificates and liquor permits. We also house and safeguard all of the Town's permanent public records.

Funding

Town Clerk Revenue:

User fee services to the General fund (\$600k)

Town Clerk Budget:

- 90% from the General fund
- 10% Other sources:
 - Grants: State Records Administrator's Historic Documents Preservation grant: up to \$7,500
 - User Fees retained: Copier (est. 20k), Historic Document \$1 (est. 4k) and Open Land \$1 (est. 7.5k),

(User fees are utilized to maintain the vault, document maintenance, technological improvements, document restoration, staff training, and grant implementation.)

Day-to-Day Operations:

- Open to the public 45 hrs a week. Monday through Friday, 8:00 AM to 5:00 PM

Processed and/or issued on average:

Land & Map recording – 6,400; Licenses – 500; Vitals – 850; Vital Certificates - 1,800; Notaries – 1,500; Dogs – 3,000; Election Support – two to four elections and referendums annually, which includes absentee ballots and all reports to the Secretary of the State and State Election Enforcement Commission as prescribed by law.



Free marriage licenses on Valentine's Day is a tradition of more than 50 years in Windsor.



Improvements:

- 641,700 land record images from 1640 to current day including old indexes 1640 to 1969 which are accessible to the public
- Restored 250 two sided map boards; 5,900 imaged maps accessible to the public
- Process current land recordings within 24 hours from when received to printed in the land volumes.

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

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.

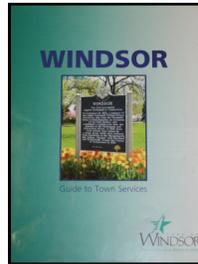
Funding

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



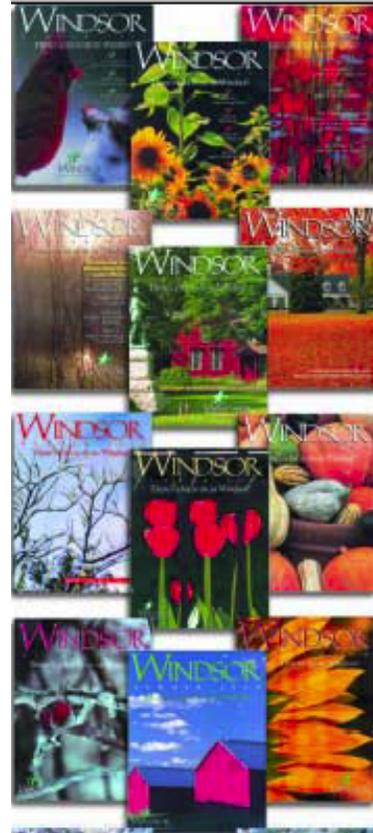
Windsor Citizen's Academy

More than 100 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.



2013 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



Community events including Memorial Day and Veteran's Day observances.



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