

Town Clerk's Office

The Clerk of the Town

If they want to get married, or fish in the sea,
If they vote by machine, or they vote absentee,
If they move into town, or join a committee,
It's the work of the Clerk of the Town.

We're concerned with such things
As the sex of a dog
And how many babies arrive.
We issue, we certify, we file and attest:
Anything, be it dead or alive.

Whatever goes on in the Town, we record;
And, often, we do it with little reward.
We often go crazy, but never get bored.
Oh, it's great to be Clerk of the Town!

-Anonymous

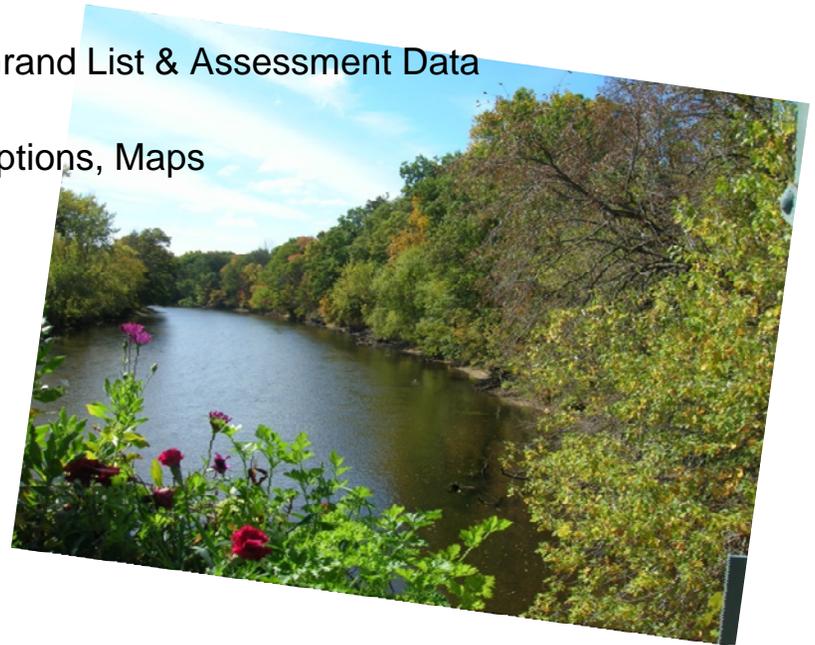
3/25/2015



Town Clerk's Office :: Interoffice Collaborations

- ★ First Selectman's Office
 - Boards & Commissions - Appointments & Resignations
 - Meeting Notices & Minutes
- ★ Police Department
 - Dog Licensing
 - Vendor Permits
- ★ Finance Department
 - Accounts Payable
 - Monthly Revenue Reports
 - Budget
- ★ Tax Department
 - Land Records – Town Tax Liens & Releases
- ★ Information Technologies
 - Original Data Bases for Dogs, Marriages, Elections, Board Members
- ★ Assessor's Office
 - Land Records – Transfers of Title for the Grand List & Assessment Data
- ★ Planning & Zoning Department
 - Land Records – Variances & Special Exceptions, Maps
 - Minutes & Meeting Notices
- ★ Building Department
 - New Streets & Changes of Address
- ★ Engineering Department
 - Land Records – Maps, Easements
- ★ Recreation Department
 - Meeting Notices & Minutes
- ★ Social Service Department
 - Meeting Notices & Minutes
- ★ Probate Court
 - Land Records - Certificates
 - Death Records
- ★ Registrars of Voters
 - Elections, Primaries, Referenda
 - Voter Information
 - Ballots
- ★ Public Works
 - Office renovations
 - Day-to-day operations

3/25/2015

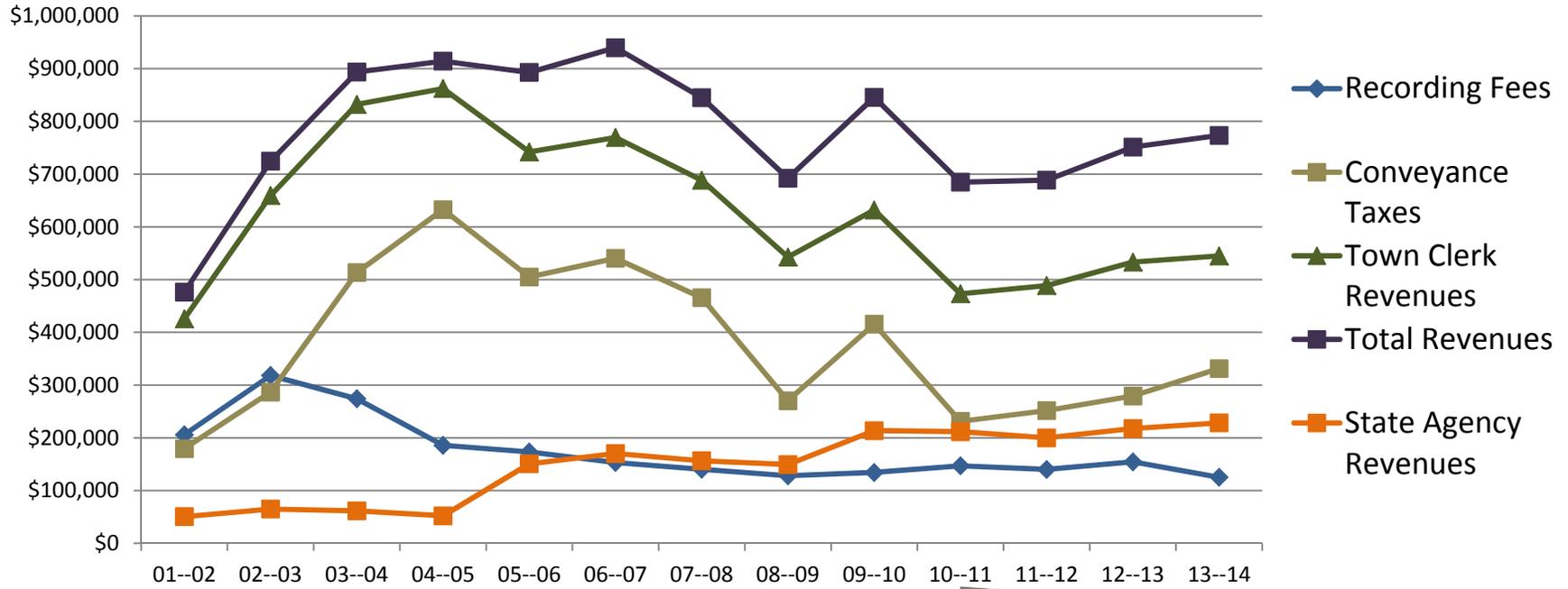


TOWN CLERK'S OFFICE :: State Agency Relations

- ★ State Agencies and the Town Clerk work together to share information and funds.
 - ★ About 30% of Town Clerk revenues forwarded directly to State agencies: \$228,447 out of \$773,308 collected during FY 13-14.
 - ★ The State Library awarded a \$5,000 grant for a project last year.
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- Connecticut State Library
 - Consumer Protection Agency
 - Department of Energy and Environmental Protection
 - Department of Revenue Services
 - Department of Public Health
 - Department of Agriculture
 - Freedom of Information Commission
 - Office of the Public Records Administrator
 - Office of the Secretary of the State
 - State Elections Enforcement Commission
 - State Treasurer



TOWN CLERK'S OFFICE :: Revenues



3/25/2015