



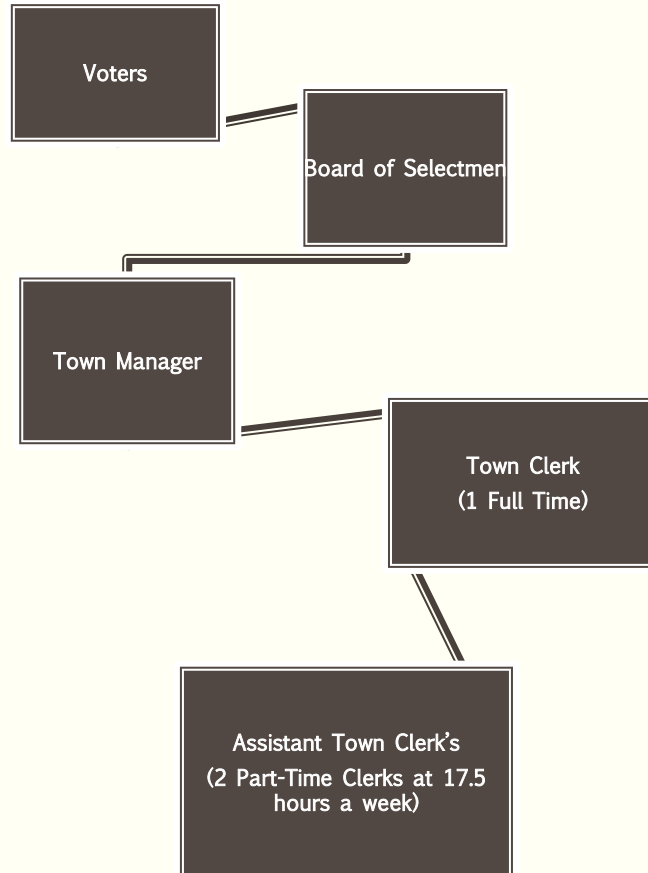
# OFFICE OF THE TOWN CLERK

FY 2025-26 Board of Selectmen  
Budget Presentation



# Organization Chart

## Connecticut General Statutes requirements (These are just a few highlights)



1. Administers Oaths of Office §1-24, 7-10, 10-218a, 7-341
2. Administrator of Warning of Town Meeting §7-3
3. Record Keeper of Land Records, Instruments, Indexes, Maps and Property Surveys, foreclosure notices & Examination of Land Records §7-14, 7-23, 7-24, 7-25, 7-25a, 7-26, 7-26a, 7-27, 7-33
4. Preserver of statutes, special acts, register and manual 7-35, 7-191
5. Keeper of the Town Seal 7-101
6. Correspondent between multiple state agencies, SOTS, Dept. of Aging & Disability Services Commissioner of Education etc. 7-127b & 7-127c
7. Town Clerk as Member of Board of Electors & Elections Official (9-15a, 9-19b, 9-28, 9-30, 9-31d, 9-131e and any other item in Title 9 not stated
8. Town Clerk as ex officio Registrar of Vital Statistics §§ 7-36 through 7-76 and 19a-42
9. Records Custodian responsible for the care and control of material CGS 7-23 and 7-27
10. Town Clerk is responsible for dog licensing 22-337 thru 22-359.

# Office Duties (Just a few)

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- The Office of the Town Clerk performs a wide variety of administrative functions including:
  - Administrator of statutory, regulatory, and charter responsibilities
  - Recorder of deeds & maintaining the land record/acknowledgment of instruments
  - Administrator of Oaths of Office
  - Serves as the Registrar of Vital Statistics (issuing Birth, Marriage & Death Records)
  - Issuing Dog & Kennel Licenses
  - Issuing Sports Licensees (Hunting & Fishing)
  - Keeper of Records
    - (i.e. Town meetings, election results, Town Charter, Ordinances, Collective Bargaining Agreements, Audit reports, claims against the town, Military Discharge Paperwork (DD-214s) liquor permits, resignation letters, tax lists, trade name certificates, voting district maps, etc.)



And is Keeper of the Town Seal

# Town Clerk as an Election Official

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- **Offices & Candidates** – Prepares List of Offices to be filled, receives & publishes party endorsement notices, etc.
- **Construction of the Ballot** – determines candidates, prepares & proofs ballots, orders ballots
- **Absentee Ballots** – issues all absentee ballots and applications, retrieves & receives absentee ballots from drop box, mail, & catalogs into the CT Voter Registration System
- **Public Notices** – Prepares Election Notices including warnings, & publishes them in local newspaper & town website
- **Security & Storage** – stores unopened Absentee ballots for Election Day
- **Election Results** – Receives Head Moderator Return, sends notice of Close Vote Recount, determines minority representation
- **Appointments & Vacancies** – Tracks all Vacancies & Appointments in Elected Offices & reports to the Secretary of the State.



# Noteworthy Accomplishments

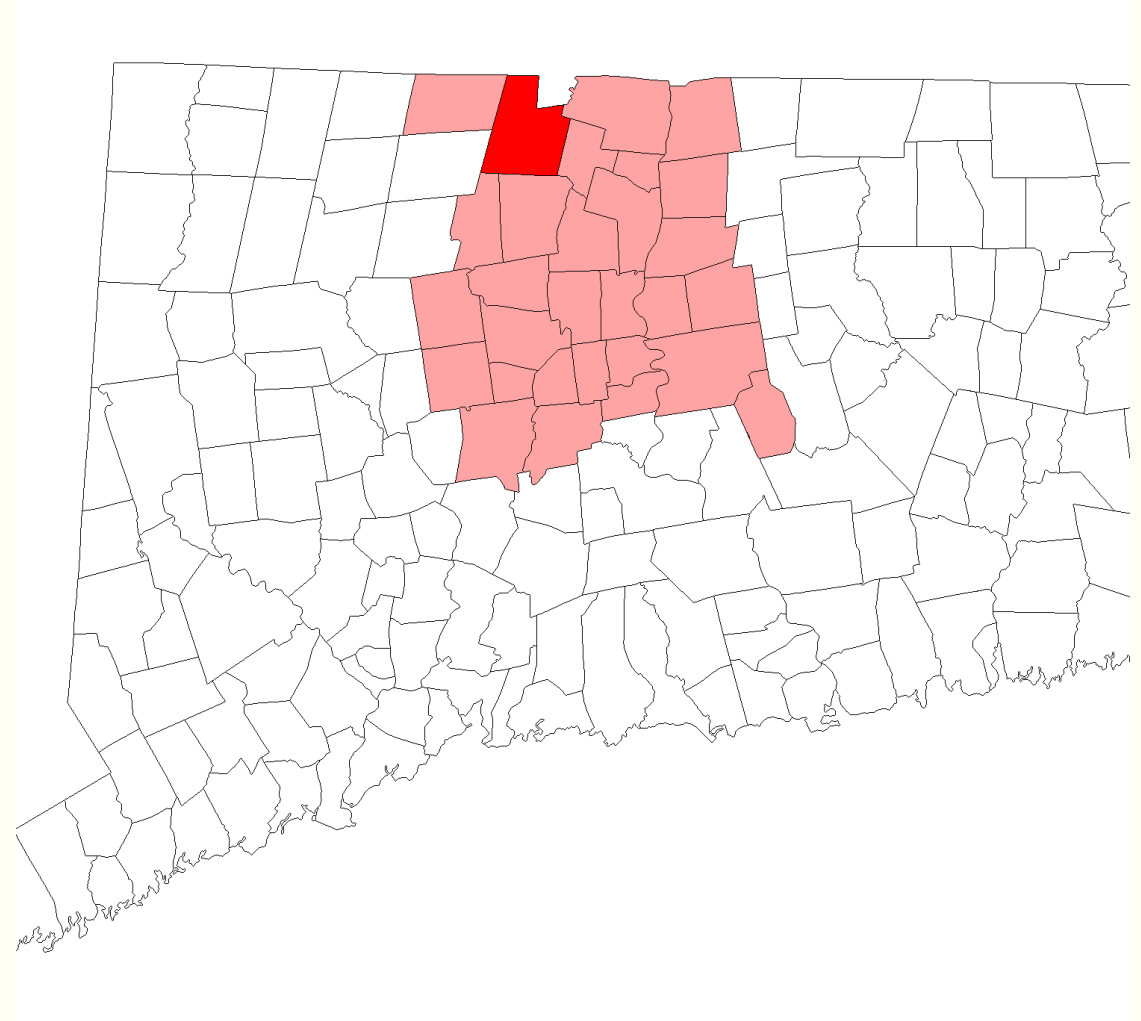
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**Archiving Property Surveys & Maps** - One of the goals and initiatives the Town Clerk's Office has been working towards is making the property maps/ surveys on file in the Clerk's Office digital. Thanks to the American Rescue Plan Act monies appropriate by the Board of Selectmen we were able to purchase a large format printer/scanner/copier machine which has allowed the Clerk's Office to print full-size map plan sets (24 x 36) in-house.

Almost more importantly though, it has allowed us to scan and save large surveys and maps electronically and immediately upload them in our electronic database with our vendor RecordHub making these maps available online for title searches and local attorneys. Now that we have the resources, the Town Clerk's Office has also been using the printer/scanner/copier machine to back scan and electronically index our older maps, making them more accessible and preserving our historical documents. To date, property surveys and maps are electronically archived and indexed beginning December 1959 to present.

**Electronic Vital Records Index** - Assistant Town Clerk Laura Milne has been instrumental in helping create an electronic Vital Record Index drastically speeding up the time it takes to find vital records. The system will also be extremely useful to genealogists.

**Cleanup/ review of Town Vault Records** - One of the goals for the Town clerk's office is to purge some of the old records in the filing cabinets to ensure that the retention schedule is being followed in compliance with the State Public Records Administrator. Assistant Town Clerk Jini Ruscitti has been assisting in creating a master list of all of the records stored in the Town Clerk's Office to make documents more searchable.



# Changes to the budget - Overall 13.53% Increase

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- Elections
  - Unfunded Mandates for Early Voting
- Indexing & Microfilming
  - Renewal of COTT Systems Contract
  - eRecording
  - Property Check
  - Online Marriage Applications
  - Paper Supplies

# Unfunded State Mandate – Early Voting


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- 14 Days for General Election
- 7 Days for Primaries
- Additional hours needed for office coverage by the Town Clerk's office to take custody of the ballots
- Increased ballot order to order 3 types of ballots (Absentee, Early Voting, Election Day)
- 2024 Early Voting grants helped offset the costs last election season

# Indexing & Microfilming

- Renewal of COTT Systems Inc. contract roughly 20% increase
  - Services no longer provided
    - Books & paper – Are no longer included in our contract leading to additional costs of roughly 7 books per year along with archival paper.
      - Pursuant to C.G.S. §1-9 the Town Clerk is required to use special pH, tear-resistant, alkaline reserve paper for permanent records that meet the requirements of the American National Standards Institute.
    - Microfilm Storage – must meet the requirements of the microfilming policy published by the Office of the Public Records Administrator and microfilming security copies must be stored under property environmental conditions in an approved off-site facility.
  - Additional Services provided with our Contract Renewal
    - eRecording
    - Online Marriage Applications
    - Property Check

 **State of Connecticut  
Trade Name Application  
(Natural Persons)** Filing Date: \_\_\_\_\_

**Filing Type - The information contained herein** (choose one):

☐ Original: Is submitted for the first time

☐ Amendment: Amends a previously filed trade name

Trade Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Town/City, State, ZIP: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Natural Persons Associated with this Trade Name** (person 1):

Full Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Town/City, State, ZIP: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Original Wet Signature: **X** \_\_\_\_\_

**Natural Persons Associated with this Trade Name** (person 2 if applicable): Full Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Town/City, State, ZIP: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Original Wet Signature: **X** \_\_\_\_\_

Please Note: If 3 or more persons are applying, please attach an additional sheet with the person's full name, residential address, email, phone and signature.

**Acknowledgment for Natural Person(s):**

State of Connecticut

County of \_\_\_\_\_ ss. \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me \_\_\_\_\_ the undersigned officer, personally appeared the natural person(s) contained herein, known to me / or satisfactorily proven to be the person(s) whose name(s) is/are subscribed to within the instrument and acknowledged that that they executed the same for the purposes therein contained.

Original Wet Signature: **X** \_\_\_\_\_

R202411 Notary Public / Town Clerk Commission Expiration Date \_\_\_\_\_



## Changes to the budget

- Cott Contract – Online Marriage Applications

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- Online Marriage Applications – Our new COTT contract comes with the ability to accept online marriage license applications via a secure portal into our database.
- This will speed up the processing time for marriage license Applicants.



## Changes to the budget

- Cott Contract – eRecording
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- **eRecording** - As part of expanding services to our land recording partners, the Town Clerk's Office has begun offering eRecording as an alternative option to our vendors looking to record documents on the land record. The Town Clerk's Office has partner with Simplifile by ICE Mortgage Technology, CSC, and eRecording Partners Network (ePN).
  - Document submitters can electronically submit and record real estate documents, and our vendors work directly with title production companies, loan originators, and default foreclosure software vendors to create efficiencies to streamline internal workflows for submitters while automating many of their post-closing activities by sending electronic documents into our Resolution 3 System hosted by COTT Support Systems.

## \* Cott Contract – Property Check

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### Protection from Property & Mortgage Fraud

Sign Up for This FREE Service from Your  
Town Clerk

The Granby Town Clerk is now offering a free service that helps protect residents from potential property and mortgage fraud. **PropertyCheck** will automatically alert you of any recordings regarding the property you specify.

**Register for PropertyCheck in 4 easy steps:**

- 1) Sign up at the website listed below
- 2) Select how you would like to receive notifications
- 3) Enter the property owner's name  
(as it appears on the official record)
- 4) Click CREATE MY SUBSCRIPTION



**Property Check** –The Town Clerk's office would be to offer PropertyCheck by Cott Systems as an enhancement for our systems management software that alerts constituents when records with matching vitals are recorded. With a simple opt-in and personalized alert creation, your users access this additional layer of protection against property fraud.

PropertyCheck works seamlessly in the background and will go unnoticed until an alert is triggered. This service helps combat property fraud.

# Questions?

The Town of Granby  
Town Manager's Office  
Organization Chart and Charter  
Responsibilities