

CONNECTICUT STATE CERTIFICATION COMMITTEE
MAY 4, 2010
BERLIN TOWN HALL
9:00 AM
MINUTES

Chairperson Lisa Valenti called the meeting to order at 10:15 AM. In attendance were Lisa Valenti, North Branford TC; LeAnn Power, Public Records Administrator; Marguerite Phillips, Bloomfield TC; Kate Wall, Berlin TC; and Art Champagne, Secretary of the State arrived at 10:25 AM; Absent were David Antollini, Representative to State Vital Statistics

1. Chair Lisa Valenti introduced and welcomed LeAnn Power as a new member of the committee.
2. A motion was made by Kate Wall and seconded by Marguerite Phillips to approve the minutes of May 7, 2009. The motion passed with one abstention from LeAnn Power.
3. Chair Lisa Valenti explained that the date was set for the certification exam on June 8, 2010. This was the only date available at the Newington Town Hall. There will be 100 questions, 20 from each module learned at the Connecticut Town Clerk's School. There will be true & false and multiple choice. The exam will start at 10:00 AM and usually everyone is done by 12:00 noon.
4. Exam questions were reviewed by members.
5. The December class will be Vital Statistics. Presently the State of Connecticut is in the process of hiring a new Registrar of Vital Statistics.
6. The Town Clerk's handbook updates were discussed. LeAnn Power and Art Champagne said they would correct/update their departments sections of the handbook (State Public Records and Secretary of the State Elections) with any new laws/legislation that were passed. Vital Statistics will be asked to correct/update their section of the handbook. The Land Records section of the handbook has been updated and the members will update Other Duties section of the hand book. There was discussion on who ever is teaching the land records class could also be the liaison to correct/update our land records section of the handbook. The members felt it important that this was done with the recommendations from an Attorney. This instructor/liaison should get paid or request a donation to their favorite charity for teaching the class as well as being a liaison to the Certification Committee.

A motion was made by Kate Wall and seconded by Art Champagne to pay the Attorney teaching the May Land Records Class/liaison to Certification committee \$250.00. The motion passed unanimously

The members felt this should be revisited next year.

A motion was made by Kate Wall, seconded by LeAnn Power and voted unanimously to adjourn at 11:40 AM

Respectfully submitted by Marguerite Phillips, Bloomfield TC