



**Connecticut Town Clerks Association**  
**Web Site Committee**  
**2009 Annual Report**  
Dated March 3, 2010

**Initiatives during 2009**

- Opened new paths of communications through the web site
  - To send information to a specified group of customers (see attached list)
    - Land Records – Updates and News
      - Over 1,000 people have subscribed to date
      - Successfully used when recording fees increased on July 1
    - Justices of the Peace (to be implemented)
    - Funeral Directors (to be implemented)
  - To convey information on topics of particular interest
  - To assure information is accurate and timely
  - To build a cooperative relationship between Clerks and customers
  - To allow customers the opportunity to join specific groups
- Created a private e-mail address list for Assistant Town Clerks
  - ATC address included at the respective Town Clerk's discretion
  - E-mails sent to TCs are sent to these ATCs to make sure information is provided to the office in the TC's absence
- Added more forms to the Document Directory
  - Elections forms
  - Updated fillable forms
- Posted easy-to-access and -download CTCA conference information in multiple places for Clerks and vendors
- Supplemented conference experience by posting speakers' PowerPoint presentations in the Document Directory
- Adjusted CTCA committee designations and other data in accordance with the amended Bylaws
- Updated web site data as requested by CTCA committee chairs
- Forwarded a billion e-mails from Town Clerks to Town Clerks

**More Web Site Coordinators**

- Four new web site coordinators appointed to the Committee
  - Sheila Bailey, TC, East Granby
  - Kerry Miserendino, ATC, Redding
  - Ruth Cavayero, ATC, Westport
  - Anna Posniak, ATC, Windsor
- Training conducted for web site coordinators and other interested clerks
  - January 5, 2010, at QScend offices in Waterbury, CT
  - January 14, 2010, at Windsor Town Hall
- Web site restructured by the Committee to make it easier to use
- Direct access given to Kim Garvis, TC, Durham, to e-mail notices to TCs and ATCs about DEP licensing

Carolyn Keily, Simsbury Town Clerk, Chair  
Sandi Wieleba, East Hampton Town Clerk, Vice Chair  
Web Site Committee