

MINUTES OF CTCA ANNUAL BUSINESS MEETING
Thursday, April 21, 2022 – Mystic Marriot Hotel - Mystic, CT

- A) CALL TO ORDER: The Annual Meeting of the Connecticut Town Clerks Association was called to order by President Kate Wall at 1:22 p.m.

- B) APPROVAL OF MINUTES: Secretary Kelly Bilodeau made a motion to approve the minutes from the Annual Business Meeting of April 22, 2021, which were sent via email and have been available for review on the CTCA website. Motion was seconded by Therese Pac, Bristol Town Clerk. Upon unanimous vote motion passed.

- C) APPROVAL TO USE RESERVE FUNDS FOR CTCA WEBSITE: President Wall shared information from the Website Committee. She explained that both Qscend and CivicPlus were the vendors offering enhancement options for the CTCA website. A decision was made to endorse CivicPlus after reviewing both proposals. President Wall called for a motion to approve the purchase of new website including a refresh from CivicPlus in the amount of \$9135.51 for the first year and \$3144.76 for three years thereafter. It was moved by Lisa Dalton, Watertown Town Clerk and seconded by Kathy Larkin, Southington Town Clerk. Upon unanimous vote motion passed.

- D) PROPOSED 2020-2021 ANNUAL BUDGET: Treasurer Antoinette Pancaro presented the proposed \$162,750 budget that includes an increase of \$1500 from last year. President Wall made a motion to approve the budget; seconded by Betsy Browne, Fairfield Town Clerk. Upon unanimous vote motion passed.

- E) ACCEPTANCE OF COMMITTEE REPORTS: President Wall explained that the annual reports of the CTCA committees have been available on the CTCA website for review. President Wall made a motion to accept the committee reports; seconded by Lisa Dalton, Watertown Town Clerk. Upon unanimous vote motion passed.

President Wall asked if there was any new business, and as there was none, the meeting was adjourned at 1:31 p.m.

Respectfully submitted,
Kelly Bilodeau, CTCA Secretary