

CTCA Executive Committee Meeting Minutes
Thursday, July 14, 2022 3:30 PM
Zoom Meeting

ATTENDANCE

Kate Wall, President, Patty Spruance, First Vice President, Lisa Dalton, Second Vice President, Katie Haring, Assistant Secretary, Antoinette Pancaro, Treasurer, JoAnn Doyle, Assistant Treasurer, Marc Garofalo, New Haven VP, Lori Tollmann, Tolland VP, Cheryl Grist, Windham VP, Carol Anderson, Litchfield VP, Lisa Bergh, Fairfield VP, Bonnie Armstrong, Hartford VP, Anna Posniak, Immediate Past President & Legislative Committee Co-Chair, Antoinette (Chick) Spinelli - Legislative Committee Co-Chair
Absent: Kelly Bilodeau, Secretary, Gayle Furman, New London VP, Kim Garvis, Middlesex VP

Call to Order – The meeting was called to order at 3:30 PM by President Wall.

Treasurer's Report – Treasurer Antoinette Pancaro presented the treasurers report as previously emailed. Income from classes, exam fees and late dues totaled \$20,475 and expenses from CTCA pins, lobbyist, conferences, class expenses & scholarships, website etc. totaled \$19,908.65. Balances are as of this day: checking account \$184,472.59, scholarship fund \$5889.56 and reserve fund \$53,015.22.

Motion to approve the treasurers report was made by Marc Garofalo; seconded by Bonnie Armstrong. Upon unanimous voice vote motion passed.

Approval of minutes – Assistant Secretary Katie Haring presented the minutes of April 20, 2022 for approval which were emailed and posted to the CTCA website for review.

Motion to accept the minutes was made by Lisa Dalton; seconded by Antoinette Pancaro. Upon unanimous voice vote motion passed.

OLR (Office of Legislative Research) Report – Legislative Committee Co-Chair Chick Spinelli discussed newly passed HB 5367 concerning property tax exemptions for income-qualifying veterans' primary residences with an effective date of 10/1/2022. Town clerks already record DD214's and with this they could be replaced with 2 affidavits. Towns will need to approve this exemption.

President Wall asked for a motion that the implementation committee may convene to develop procedures/best practices on this new option. Motion was made by Lisa Bergh; seconded by Katie Haring. Upon unanimous voice vote motion passed.

Online Payments for Vitals Records – President Wall stated that the statute requires DPH approval of internet systems used for payment of vital records. Only Permittium and VitalChek have been approved. If any town is using another system, then it will need approval from DPH.

Update on Dog Licensing Working Group – President Wall stated that the working group has had two meetings thus far for obtaining information on how dog licenses are currently issued. As the months go on they expect it to get more involved. DoAG reported that some Town Clerks are not submitting their accounting report in a timely manor which is due in September and they are not getting a response for ordering of dog tags. Towns should anticipate the number of dog tags needed will increase and to follow up with DoAG in a timely manner for accounting reports.

Update on State Building Code Records Working Group – This group has met once for introductions and overviews on the digitization of Building Code records and they next meet at the end of July.

New Secretary of the State – President Wall informed us of Mark Kohler, the newly appointed Secretary of the State who started on July 11, 2022 and said the Governor would like to have a meeting with the CTCA president with other officials and we will invite him to the fall conference.

Issues with Election Materials – President Wall discussed issues brought forward including wrong statues listed on the serial numbered envelopes, overlapping of envelope flaps when sealed, wrong notations for address labels and missing serial numbers on some envelopes. It was also stated that EMS is now up and running again for some towns.

Supervised Balloting – President Wall reminded us that Supervised Balloting is suspended for this election and it should not be done under any circumstances, applications are required.

Court Case – President Wall informed us of a court case regarding late petitions received for the 1st Congressional District with depositions this week and trial next week of which SOTS is testifying.

Survey Results – Discussion of results from the survey regarding the conferences and trainings was held. Lots of comments asked for more Nuts & Bolts trainings. Discussion of the possibility of splitting sessions for new town clerks and more experienced town clerks was held. The CTCA will also be inviting the SOTS candidates to the fall conference.

Water's Edge Contract – Discussion was held if CTCA should extend the contract with Water's Edge for another 3 years (2023, 2024 & 2025) for the fall conferences. Location for some counties is a concern but having a long relationship with a location was taken into consideration. Lack of venues to be able to accommodate the size of our conference has been a struggle and costs are expected to increase in the coming years.

President Wall asked for a motion to sign the contract with Waters Edge Resort & Spa in Westbrook for 3 years to host the CTCA fall conference. Motion was made by Lisa Bergh; seconded by Lisa Dalton. Upon unanimous voice vote motion passed.

Spring Conference – Discussion was held in regards to holding the Spring Conference in the same location vs moving it around the state as we do now. Negotiating prices, services and planning might be easier in one consistent location but many town clerks like seeing different parts of the state and sometimes having it closer to home would allow more town clerks to attend. President Wall is going to contact the conference committee for a list of different venues that could accommodate us.

Central Connecticut State University – President Wall informed us that the contract with CCSU has expired and Steve Klinger has retired so we will be working with Christa Sterling, MBA, Director of Continuing Education now. Talk of future classes has already began with the Education Committee.

Payments of Dues and Class Registrations – President Wall asked County VP's to please remind clerks to pay their yearly dues on time and remit payment for classes in a timely manner.

Website – The website committee is working to review information and copy it to the new website.

Governor's Executive Order concerning American 250 – This E.O. is in regards to the 250th anniversary of the United States in 2026. There may be future grant funds available for town wide celebrations. More information will be shared as it becomes available.

NEMCI – Graduation will be held on Thursday, July 21, 2022.

Meeting with Stephanie Thomas, SOTS candidate – Information of town clerk duties were discussed with Ms. Thomas regarding elections, notaries, trade names and other duties of Town Clerks.

Other matters - President Wall discussed the \$50 budget currently set by the CTCA bylaws for sending flowers for bereavement and asked if we want to consider increasing this amount.

Motion made by Marc Garofalo; seconded by Patty Spruance to increase the amount to \$100. Upon unanimous voice vote motion passed.

President Wall asked for any other matters - None

Adjournment – Motion to adjourn was made by Carol Anderson; seconded by Antoinette Pancaro. All in favor. Meeting adjourned at 4:48 PM.

Respectfully submitted by: Katie Haring, CTCA Assistant Secretary