

TOWN CLERK'S OFFICE



Carla Pomprowicz
CCTC, CMC
Town Clerk



Francesca Villani
CCTC, CMC
Assistant Town Clerk

TOWN OF HEBRON

TOWN CLERK'S OFFICE

- The Town Clerk's office is unbiased and must be neutral and impartial, with an emphasis on preserving, protecting and providing access to records according to state and local laws accurately, efficiently, cost effectively and in a timely manner.
- There are administrative and technical duties of municipal records management, permit and licensing activities.
- Collection of conveyance taxes for the town and the Department of Revenue Services, historic preservation revenue for the Connecticut State Library, farmland and community investment revenue for the State of Connecticut, sportsmen license revenue for the Department of Energy and Environmental Protection, and dog licensing revenue for the Department of Agriculture.

Responsibilities also include:

- Serving as clerk for special town meetings,
- Processing, maintaining and preserving maps and land records
- Making application for preservation grants.
- Serves as an historic collection archivist,
- Makes preparations for all federal, state and town elections, primaries and referenda;
- Issues marriage licenses, birth certificates for home births, certifies birth, marriage, and death certificates;
- Tracks memberships on boards and commissions;
- Maintains and archives board and commission minutes and town ordinances.

- Town meeting notices, agendas and minutes as well as those of most boards and commissions are filed with the town clerk.
- The Town Clerk also maintains the town's vaults and is the keeper of the combinations and the official town seal.
- The Town Clerk has comprehensive and diverse responsibilities established by the Connecticut State Statutes and Town Charter.
- Is a prime revenue-generating department that processed almost \$555,000 in receipts during the fiscal year 2018-2019.

Duties Categorized

- Land Records
- Confidential Vital & Military Records
- State & Local Licensing
- Ordinances
- Elections – Federal, State, Municipal, Primaries, Referendums & Petitions
- Records Management – Freedom of Information – Archiving
- Preservation – Conservation of Hebron Historical Records
- Other Duties – Entire chapter in Town Clerk handbook is dedicated to “Other Duties”

Hebron Historical Document Project

Paid for by a grant from
the CT State Library in
2006

Before & After



The collection as found in the Old Records Building



Folded & tied with string



Ledger – Jacob Loomis



More stuff



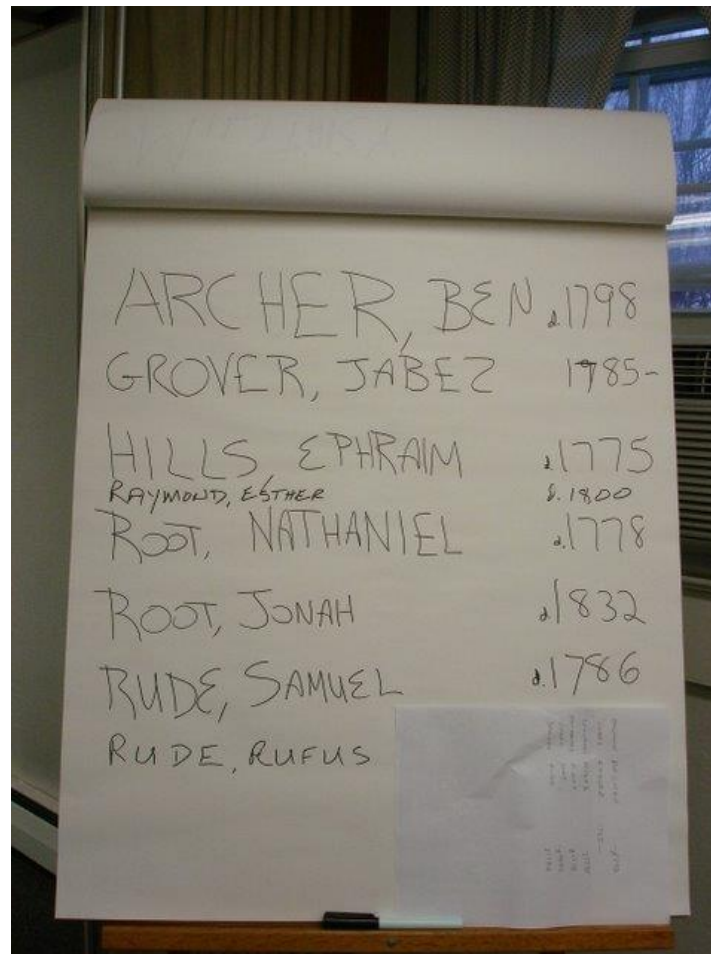
Where do we start?



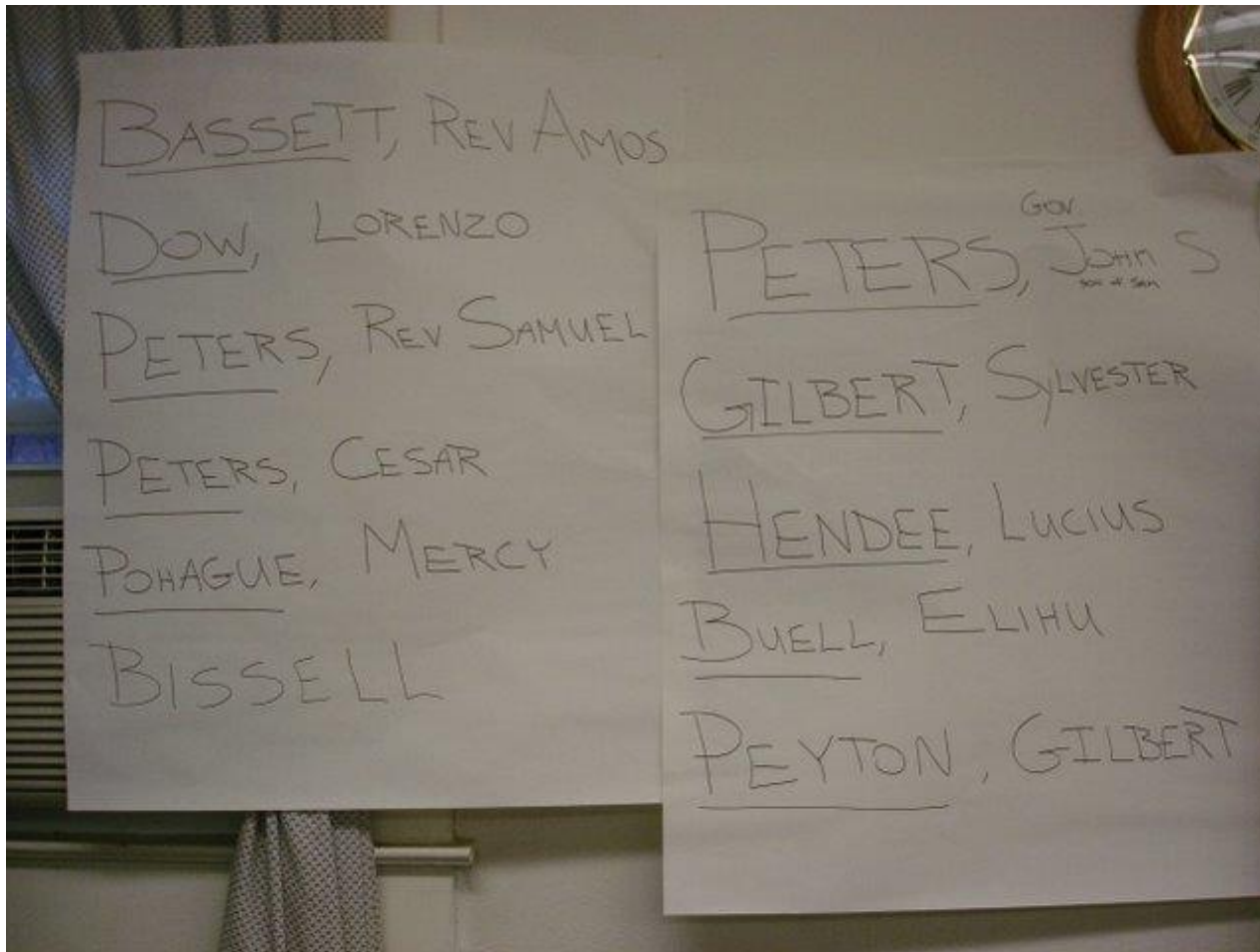
Professional Consultants Cynthia Swank & Peter Parker of the Inlook Group



We posted lists of record group categories



And names to watch for



That list would grow



Volunteers extraordinaire Dottie – Marie – Jean - Ann



Crawford Westbrook



We couldn't have picked a more fun and dedicated group of volunteers to archive these documents



Choosing the right record series was challenging at times



The volume of records expanded as we opened and sorted them



Each records series needed to be organized in chronological order





When we reached this point we found more boxes of documents.
To be continued.....

Russell Mercier Senior Center

❖ **Sharon Garrard:**
Senior Services Director

❖ **Mandy Roczniak:**
Program Coordinator

❖ **Tanya Coles-Dailey:**
Social Worker



Mondays-Thursdays

8am-4:30pm

Fridays

8am- 1:00pm

Mission

Older adults desire the ability to come together for services and activities that reflect their experiences and skills, respond to their diverse needs and interests, enhance their dignity, support their independence, and encourage involvement in and with the senior center and the community.

Additionally, seniors, family caregivers, professionals, lay leaders, students, and other members of the community seek accurate, reliable information on aging services, supports, and innovative approaches to address aging issues.

As part of a comprehensive community strategy to meet the needs of older adults, the Russell Mercier Senior Center strives to offer a responsive, evolving, broad range of services, activities, and supports, both within and outside the Senior Center, along with providing information, assistance and referrals to link individuals with available resources.

Population Information According to the CT State Data Center

- ❖ Hebron's current 60+ population is 2,276 – 23.8% of the town's total population
- ❖ Through the Senior Center we currently serve approximately 25% of this population on a regular, ongoing basis
- ❖ By 2025, the 60+ population is projected to be 2,601 – 29.58% of the town's total population



- ❖ The Senior Center serves as a gateway to the aging network, connecting older adults to vital community services that can help them stay healthy, active, engaged, and independent
- ❖ The Senior Center is a designated focal point for delivery of Older Americans Act services, allowing older adults to access multiple services in one place
- ❖ The Senior Center is continuously examining and redesigning our programs to meet the needs and desires of the population we serve; evolving and developing new programs and opportunities that serve both existing and potential new participants

Research shows...

that older adults who participate in senior center programs can learn to manage and delay the onset of chronic disease and experience measurable improvements in their physical, social, spiritual, emotional, mental, economic well-being, and quality of life



Commission on Aging

- ❖ Hebron's Commission on Aging consists of seven members, each of whom shall serve four-year overlapping terms.

Current members of the Commission on Aging are:

Pamela Meliso, Chair

Deborah Hart

Sandra Waldo

Barbara Soderberg

Cecile Piette

Beth Schmeizl

William Witt

Alternates:

Jan Falade

- ❖ The Commission on Aging is charged with studying the needs of and coordinating programs for the aging in the Town of Hebron. Through continuous study of the conditions and needs of elderly persons in the community, recommendations shall be made
- ❖ The Commission on Aging conducts public meetings at the Russell Mercier Senior Center the first Wednesday of every other month starting at 8:30AM



Annual Budget

- ❖ The Senior Center has an annual budget of **\$30,740 for 2019-2020***
 - * \$6,000 is received through Federal Title III-B funds to help offset health, fitness and wellness programs and outreach services
- ❖ Elderly/Disabled Transportation services has an annual budget of **\$58,581 for 2019-2020**
 - * \$7,500 is received through Federal Title III-B funds and \$24,168 is received through State funds to help offset this service

*excluding full-time payroll and benefits

- The Senior Center offers a wide variety of programs and services, including, but not limited to:
 - * Congregate and Home Delivered Meal Programs
 - * Information and Assistance
 - * Health, fitness, and wellness programs
 - * Transportation services
 - * Public benefits counseling
 - * Employment assistance
 - * Volunteer and civic engagement opportunities
 - * Social and recreational activities
 - * Educational and arts programs
 - * Intergenerational programs

Meal Programs

- ❖ Congregate Meals offer a hot, nutritious midday meal in addition to an opportunity for socialization Mondays through Thursdays.
- ❖ For individuals age 60+ there is a suggested donation of \$2.50 per meal; if under age 60 the cost is \$7.50 per meal
- ❖ Reservations are required 24 hours in advance
- ❖ Quarterly nutrition education is provided by a Registered Dietician



Meal Programs (continued)

- ❖ Home Delivered Meals provide nutritious meals 7 days a week and daily volunteer visits Mondays through Fridays for homebound individuals age 60+.

A hot, nutritious meal is delivered at midday, along with a cold supper (if desired); weekend meals are delivered chilled on Fridays. Menus are modified to accommodate allergies, health concerns and religious preferences.

Therapeutic meal plans offered, if ordered by a doctor or qualified health professional, include:

- * No concentrated sweets
- * Diabetic diets at 3 levels
- * Low potassium
- * Low sodium
- * Lactose intolerant
- * Modified consistency, including cut or ground



There is a suggested donation of \$2.50 per meal

Information and Assistance

❖ *Information and Assistance is, but is not limited to:*

- * providing individuals with current information on opportunities and services available within the community, including information relating to assistive technology
- * assessing the problems and capacities of the individual
- * linking individuals to the opportunities and services available
- * to the maximum extent practicable, ensuring that individuals receive the services needed by establishing adequate follow-up procedures
- * serving the entire community of older individuals, particularly older individuals with greatest social need, greatest economic need and risk for institutional placement

Health, Fitness, and Wellness Programs

- ❖ Various health screenings and services are offered through arrangements with a visiting podiatrist and a visiting audiologist
- ❖ Annual influenza immunizations are provided through the Chatham Health District
- ❖ Vitals Checks (blood pressure, heart rate, oxygen levels, etc.) are provided every other month by Douglas Manor
- ❖ Offer an array of ongoing fitness programs (Zumba Gold, Yoga, Silver Sneakers FLEX, and a Men's class that will be starting soon)
- ❖ 3 evidence-based programs
 - * ***EnhanceFitness***
 - * ***Tai Ji Quan***: Moving for Better Balance
 - * ***A Matter of Balance***

Health, Fitness, and Wellness Programs (continued)

- ❖ Offer Reflexology, Massage, and Mindful Meditation on an ongoing basis
- ❖ Various pieces of strength training equipment, a treadmill, and a recumbent bike are available for use during our normal operational hours
- ❖ Provide free File of Life Emergency Medical ID cards



Transportation Services

- ❖ Dial-a-Ride transportation services are available to adults 60+ and disabled individuals 18+ via 2 multi-passenger handicapped accessible busses (10 passenger and 20 passenger) and 1 car for medical appointments, grocery shopping, mobile Foodshare, Hebron Interfaith Human Services food pantry, to/from the senior center, personal needs, etc.
- ❖ Service area is Hebron/Amston, Andover, Bloomfield, Bolton, Bozrah, Colchester, Columbia, Coventry, Cromwell, East Haddam, East Hampton, East Hartford, Farmington, Franklin, Glastonbury, Haddam, Hartford, Lebanon, Manchester, Mansfield, Marlborough, Middletown, New Britain, Newington, Norwich, Portland, Rocky Hill, Salem, South Windsor, Tolland, Vernon, West Hartford, Wethersfield, Windham, and Windsor

Dial-a-Ride Suggested Donations

- Suggested donation of
 - * \$0 each way to/from the Senior Center
 - * \$.50 each way within Hebron/Amston
 - * \$1.00 each way to/from contiguous towns
 - * \$2.50 each way to/from Bozrah, Coventry, Cromwell, East Haddam, East Hampton, East Hartford, Franklin, Manchester, Mansfield, Portland, Rocky Hill, Salem, Vernon, Wethersfield, and Windham
 - * \$4.00 each way to/from Farmington, Haddam, Hartford, Middletown, New Britain, Newington, South Windsor, Tolland, and West Hartford
 - * \$5.00 each way to/from Bloomfield, Norwich, and Windsor

Public Benefits Counseling

- The Senior Center is an intake site for the Renters Rebate Program, the CT Energy Assistance Program, and Operation Fuel
- The Senior Services Director and the Social Worker are certified CHOICES counselors providing comprehensive information regarding Original Medicare, Medicare Advantage Plans, Medicare Savings Programs, Medicare Supplements, Prescription Drug Coverage and Assistance, Medicaid, Long-Term Care Insurance, etc.
- The Senior Services Director serves as the town's Municipal Agent for the Elderly and is a MyPlaceCT Community Partner. Partners are specially trained to provide local, in-person help, from SNAP to housing options, from in-home care resources and accessibility modifications to adult day care, assistance with state and federal application completion, etc.



Employment Assistance

- ❖ The Senior Center is a host site for the Senior Community Service Employment Program hosting 3 workers at present
- ❖ Assistance is provided navigating online job sites and applications and various employment search engines



Volunteer and Civic Engagement Opportunities

- The Senior Center has a host of volunteer and civic engagement opportunities from sharing your talents and skills leading or conducting a program, to delivering Home Delivered Meals, to assisting with clerical tasks, to sending out birthday, get well, sympathy, and other cards, to preparing the monthly newsletter for mailing, to assisting with special events, etc., etc.

Social and Recreational Activities

❖ *The Senior Center offers, but is not limited to:*

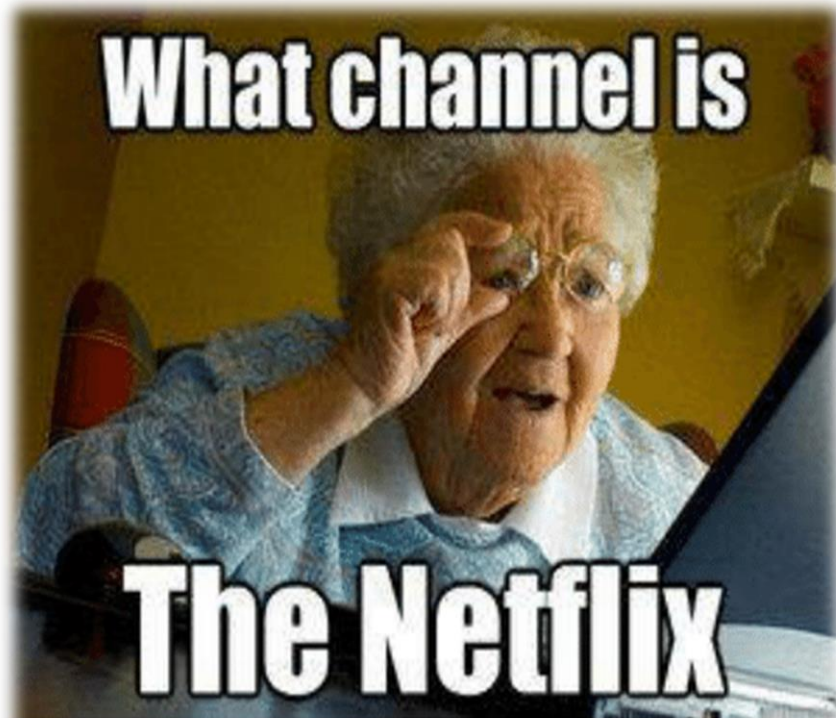
- * crafts groups and classes (needlecrafts, rubber stamping, and special projects)
- * cards groups (Bridge, Hand & Foot Canasta, Setback, Mahjongg)
- * choral group
- * bingo
- * movies
- * monthly veterans coffee hour
- * monthly birthday parties, various holiday and special event celebrations, annual veterans recognition, annual volunteer recognition, etc.
- * singular day and multiday excursions

Educational and Arts Programs

- ❖ Book club
- ❖ Watercolors classes
- ❖ AARP Smart Driving courses
- ❖ LGBT Movable Senior Center sessions
- ❖ ***Aging Mastery Program*** (an evidence-based program)
 - 1 of only 10 senior centers offering this program in CT
- ❖ Various educational/informational speakers and panels
 - Navigating Probate, Estate Planning, Legislative Updates, Guest Authors, etc., etc.



Intergenerational Programs



- ❖ Intergenerational bingo, elementary, middle and high school musical performances, etc.
- ❖ Community Service site for high school students
- ❖ Placement site for RHAM Special Education Work Study Program students
- ❖ Partner with and intake site for the AHM Chores Program
- ❖ Placement site for Social Work interns from Eastern CT State University

Other Offerings

- ❖ Host site for annual AARP Foundation Tax-Aide Program which offers free tax preparation help to anyone 50+ who can't afford a tax preparation service by IRS-certified volunteers
- ❖ Office and in-home outreach, consultation and Case Management provided by our Social Worker
- ❖ Caregiver Support Group facilitated by our Social Worker
- ❖ Manage the Marion Celio Angel Fund for Special Needs and the Lions Utility Assistance Fund



Hebron Registrars of Voters

John F. Richmond
Elizabeth Fitzgerald

Elected Officials

- * Term of Office: 4 years
 - * One Republican
One Democrat
- * Report to the Secretary of the State

Mandated Training

8 training sessions a year conducted by UCONN
5 all day training conferences
County Meetings

Jack is on the Technology Committee which meets
6 times a year

Duties of a Registrar

- * Maintain voter database
- * Conduct elections

Acronyms

- * SOTS – Secretary of the State
- * ERIC – Electronic Registration Information Center
- * CVRS – Connecticut Voter Registration System
- * ENR – Election Night Reporting
- * EDR – Election Day Registration
- * NCOA – National Change of Address
- * HAVA – Help Americans Vote Act
- * SEEC – State Elections Enforcement Commission

Voter Database

- * No national database
- * NCOA canvas yearly
- * State list of duplicate voters
- * Death notices: Obituaries, Legacy, State vital statistics
- * ERIC

Difficulties

- * Hard to track out of state moves
- * Other state notification varies: some do a good job, some don't notify at all.

Elections

- * Tabulator: state bought in 2006 – it has a 20 year lifespan
- * Paper trail
- * No internet connection
- * Memory cards are sent out to be programmed
- * Machines are tested before elections
- * Seals remain after election – 14 day lockdown
- * Ballot disposal – 180 days but 22 months for Presidential election

Voting

- * Moderator: Republican or Democrat
- * Sends returns by ENR
- * Poll Books – no internet (hoping for Ebooks)
- * Ballot Check
- * EDR since 2013

Secretary of the State

- * Denise Merrill, an elected official who reports to the Governor
- * Business services and elections
- * Election Services:
 - * Maintains CVRS (database)
 - * Registrars report to SOTS
 - * Supervises elections
 - * Cyber security

State Elections Enforcement Commission

- * Independent agency
- * 5 member board that reports to the Governor
- * Investigates violations of election laws
- * Inspects campaign finance records and returns
- * Inspects ongoing political committees financial records and reports
- * Has subpoena power
- * Can impose civil penalties