



July 9, 2024

Town Clerk – Michelle Oeser

The Clerk's / Finance report reflects updates provided by individual Staff members.

Hannah

- I had a meeting with DOLA to go over how best to view all grants received into one online portal for better quarterly expenditure reporting. Each applicant still has their own portal, we just have a universal one for reporting purposes.
- The first round of budget worksheets has been sent to department heads. Meetings are being scheduled to better prepare them for the presentation to the Board. Although it was sent to department heads, we encourage all in each department who want to learn to join!

Allison

- I attended the CAMCA skills training with Michelle. We went over the Court Clerk's duties throughout a jury trial and were able to discuss different ways of carrying out those with our fellow clerks. We also went over bonds, which was very enlightening, as well as CDL citations, and record expungements and seals. Every aspect was informative and helpful.
- I helped Michelle with the CMCA table at CML. We were there representing the New Member Committee. We met with some new clerks and many more Mayors and Trustees. I was able to answer questions about CMCA and offer my assistance to board members who do not currently have a clerk, but need to keep things running until they find one. I think we made some valuable contacts throughout the State.
- I will attend my first Institute the week of the 15th. I am quite excited! The more I learn about being a clerk, the more I want to learn, so a week-long conference of classes should help me gain a lot of knowledge. Plus, I think Michelle and Harmony have prepared me well for the experience.
- I have been working on inputting the location information for all water meters in Town. I created a list for PW of all meters and Vince has obtained their location information. Now, I am putting that information in Caselle so that we have it readily available.

Harmony

- I have been busy this last month taking training for CommonLook and starting the process of figuring out how to remediate documents for accessibility.
- I just received notice that our website audit is completed. I hope to have a report of problems that were reported as well as the planned fixes that I can share with the Board by the next meeting.
- I found some missing Planning Commission packets and minutes in an old Google Drive that is no longer being used. These packets were transferred to Laserfiche for permanent storage.
- After working with State Archives for several months, I was able to retrieve copies of what they had stored for us. Our original documentation has been lost over time with switches in employees, updates to technology, and/or moisture damage. State Archives was able to produce everything they had for us on a flash drive. This includes original minutes from the 1800's. Over time, I hope to get it organized and stored in Laserfiche so we have our own copies for retrieval and record.

Michelle

- Allison and I had a good experience representing the Clerk's Association Membership Committee at the CML Conference. We became information central as well as committee representatives.
- After talking with the Elizabeth Fire Department about the Senior Education Sessions, they have determined that they would like to join us for some of the luncheons. EFD are discussing what they can add to the sessions.
- I am excited to be co-training at Clerk's Institute this year. We will be providing a course about Human Resources.