

Town Clerk - updated 8/17/20 - added Executive order 7NNN

General Functions

- Record documents, index, receive filing fee (can include, maps, trade name certificates, liquor permits, mortgages, liens, etc).
- Balance cash drawer daily and post to ledger
- Report weekly revenues to the Town Treasurer
- Issue, record and index birth (rarely), death, marriage, civil union, burial documents
- Issue copies of documents and maps for the public
- Maintain daybook, provide copy for Assessor, Tax Collector, Zoning Enforcement Officer, Building department
- Use day book to file and indexing documents for land records – including “marginal notation”
- Prepare monthly report to the State Department of Health (vital statistics)
- Receive and file minutes and agendas from Boards and Commissions
- Compute and collect municipal and state conveyance taxes (send to State Department of Revenue monthly)
- Address inquiries from the public regarding various research projects – including genealogy searches
- Prepare certified copies of documents and affixes seals, collects applicable fee
- Record microfilming of documents onto CDs for the creation of archival microfilm.
- Maintain up-to-date “Notice Window” in Town Office Building and as per State Statute maintains records of agendas and meeting notices
- Title searches
- Notary work
- Issue of Sport and Dog Licenses – prepare necessary reports
- Prepare and submit monthly reports to applicable State agencies (DEP, Connecticut State Library, etc)
- Issue oath of office to elected and appointed officials
- Give oath of office to and maintain records of notary public licenses and Justices of the Peace
- Take Town based meeting minutes
- Prepare legal notices, publish ordinances etc.
- Register residents to vote – ongoing activity
- Administer all federal, state, and local laws pertaining to elections. Preparation begins six months before the actual election. Special overseas military ballots must be prepared and mailed; regular absentee ballots and the particular voting machine strips are set up and proofed before they are sent to the printer. Voting machine mechanics must be scheduled to prepare each of the voting machines. Absentee ballots must be issued upon request by a signed application. Additionally sample ballots must be prepared, printed, and mailed for public display. On Election Day, the Town Clerk prepares a list of all absentee ballots issued and delivers the list with the ballots for two counts (one at Noon and the other when the Polls close). The Town Clerk tallies the total votes cast and oversees the proper handling and closing of the voting machines and election returns. Final returns are sent to the secretary of State and media outlets.

Statutory Issues

- Chapter 92*, 7-16 through 7-35a, including, but not limited to:
- 7-23, 42, 46, 48 Records And Copies. - Requires town clerks to keep the records of their towns, including all votes of the town, and to give true copies of the same upon request. All certified copies must be affixed with the town seal, for which no fee may be charged

Town Clerk - updated 8/17/20 - added Executive order 7NNN

<p>Statutory Issues</p>	<ul style="list-style-type: none"> • 7-29 Release or assignment of mortgage or lien. - Requires town clerks to make a notation on the first page where a mortgage or lien is recorded of where any release, partial release or assignment is recorded, the town clerk provides public access to an electronic indexing system as specified. • 7-34a Fees. - Stipulates the fees that town clerks are to receive for the recording of certain documents, such as warranty deeds, quit claim deeds, mortgage deeds, etc. • 7-34a Fees. - Stipulates the fees that town clerks are to receive for the recording of certain documents, such as warranty deeds, quit claim deeds, mortgage deeds, etc. • 7-65 Removal, transit and burial permit. Sub-registrars. - Requires the registrar of vital statistics to issue a burial permit before anyone may be buried. The registrars must also appoint suitable persons, who are to be authorized to issue burial permits. The appointments are to be in writing and reported to the department of public health and addiction services. • 22-340 - Requires clerks to issue a dog license and tag to each person who has paid the appropriate license fee and provided a certificate of rabies vaccination, and to make provisions for issuance and renewal through the mail. • 30-53 and 30-6-A7 of the Regulations of Connecticut State Agencies requiring the filing of a permit
<p>Executive Orders</p>	<p>7B - Suspension of in-person open meeting requirements: The order modifies statutes regarding state and local government meetings that are required to permit members of the public to attend in-person and authorizes those meetings to be held remotely by conference call or videoconference, provided that the public is provided remote access to view or listen to the meetings and access materials for the meetings. Sec. 1-206, 225 and 226</p> <p>Executive Order 7B Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf</p> <p>7H1 - Restrictions on workplaces for non-essential business: The order directs all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions if they are able to, effective Monday, March 23, 2020 at 8:00 p.m. The governor is encouraging all businesses to employ, to the maximum extent possible, any telecommuting or work-from-home procedures that they can safely implement. The governor's order excludes any essential business or entity providing essential services or functions, such as healthcare, food service, law enforcement, and similar critical services.</p> <p>Executive Order 7H Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf</p> <p>7I-19 - Suspends, modifies, and clarifies certain municipal procedural requirements and time limitations regarding notice, commencement, and holding of public hearings, decisions, and appeals, including land use and other municipal boards. Specifically, General Statutes Chapters 14, 97a, 98, 103, 124, 126, 246, 368k, 440, 444, 446i, and the repealed Section 14-55, if and to the extent such repealed section is revived by current judicial action, and any related special act(s), and municipal charter, ordinance, resolution, or regulation (all such state and municipal laws and regulations being, collectively, the "Covered Laws"); any provision of such Covered Laws that establish procedural requirements for municipal decisions and that conflict with this order, is suspended and modified.</p> <ul style="list-style-type: none"> a. Any time deadlines contained in the Covered Laws that may pass or expire during the public health and civil preparedness emergency declared by me on March 10, 2020 ("state of emergency") are extended by an additional 90 days c. Any Covered Law requiring a municipality or agency to publish any notice or notices in a newspaper of general or substantial circulation is suspended and modified to allow a single notice to be published electronically on a municipality's or agency's website d. Any Covered Law requiring any notice to be filed in the office of any municipal clerk, including any town, city, borough, or district clerk, is suspended and modified to allow said notice to be posted electronically on a municipality's website, e. Any Covered Law requiring direct or personal notice by mail from a municipality, agency or applicant to any other person, agency, municipal clerk (including any town, city, borough, or district clerk), municipality, utility company or water company regarding the filing or pendency of any petition,

Town Clerk - updated 8/17/20 - added Executive order 7NNN

Executive Orders

- f. application, or other proposal **is suspended** and modified to allow said notice requirement **to be satisfied by electronic mail notification**,
- g. Any Covered Law prescribing the procedure for any petition, including petition of **a decision**, to an agency or legislative body, is suspended and modified to allow **such petition to be signed electronically**.

Executive Order 7I Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7I.pdf>

7K-3 - Authorization of remote notarization: (Amended per Executive order 7Q) Modifies state laws and regulations to permit any notarial act that is required under Connecticut law to be performed using an electronic device or process that allows a notary public and a remotely located individual to communicate with each other under certain conditions, including recording and live presentation of identification.

- The person seeking the notarial act ("Signatory"), if not personally known to the Notary Public or Commissioner, shall present satisfactory evidence of identity, while connected to the Communication Technology, not merely transmit it prior to or after the transaction;
- The Communication Technology must be capable of recording the complete notarial act and such recording shall be made and retained by the Notary Public or Commissioner for a period of not less than ten (10) years;
- The Signatory must affirmatively represent via the Communication Technology that he or she is physically situated in the State of Connecticut;
- The Signatory must transmit by fax or electronic means a legible copy of the signed document directly to the Notary Public or Commissioner on the same date it was executed;
- The Notary Public or Commissioner may notarize the transmitted copy of the document and transmit the same back to the Signatory by fax or electronic means;
- The Notary Public or Commissioner may repeat the notarization of the original signed document as of the date of execution provided the Notary Public or Commissioner receives such original signed document, together with the electronically notarized copy, within thirty days after the date of execution;
- Notwithstanding the foregoing, only an attorney admitted to practice law in the State of Connecticut and in good standing may remotely administer a self-proving affidavit to a Last Will and Testament pursuant to section 45a-285 of the General Statutes or conduct a real estate closing as required by Public Act 19-88. Sec. 3-94a. Notaries public.

Executive Order 7K Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7K.pdf>

7L-3 - Suspends restrictions on the re-employment of retired municipal employees: To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. **Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.**

7L-6 - Enacts flexibility in availability and registration of vital records: The order authorizes the Commissioner of Public Health to conduct birth, death and marriage registration, in order to assist local registrars of vital statistics in carrying out their duties as may be required, and to issue any implementing orders she deems necessary. **Sec. 7-42. Duties**

S7L -7 - Suspends in-person purchase of copies of vital records at the Department of Public Health: The order suspends the requirement that the purchase of vital records at the Department of Public Health be available in person, and limits those requests to online or mail. - **Sec. 7-51. Access to and examination and issuance of certified copies of birth and fetal death records or certificates restricted. Access to and disclosure of confidential information restricted.**

Town Clerk - updated 8/17/20 - added Executive order 7NNN

Executive Orders

7L-8 - Modifies the requirement that marriage licenses be obtained in the town where the marriage will be celebrated: As municipal offices around the state are closed or have selective hours due to the COVID-19 crisis, the order permits those seeking a marriage license to obtain it in a different municipality than where it will be celebrated. *Sec. 46b-24. (Formerly Sec. 46-5a). License. Period of validity. Penalty for solemnization without license. Validity of marriage ceremony.*

Executive Order 7L Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf>

7W8 - Permit need not be recorded with town clerk: Suspends state statutes and regulations in all towns where the town clerk's office is closed or so reduced in hours that it makes it unreasonable to have permits recorded. Permits shall be recorded as soon as the relevant town clerk's office is reopened and staffed for routine business.

7Q-3 - Authorization of remote notarization:- Amended Procedures (see EO 7K) The order eliminates all existing legal requirements to have a signature on any document witnessed by a third party, except in the case of a last will and testament. With respect to last wills and testaments, documents may now be witnessed remotely under the supervision of an attorney. In addition to removing witness requirements, any document required to be filed on the land records must contain a one-page certification, completed by a notary or commissioner of the Superior Court, reciting to the fact that the underlying document was executed pursuant to the executive order. The order also requires all town and city clerks to accept those documents for recording. - *Sec. 3-94b. Appointment and qualifications of notary or Sec. section 51-85*

- The person seeking the notarial act, if not personally known to the Notary Public or Commissioner, shall present satisfactory evidence of identity, as defined by subsection 10 of section 3-94a of the General Statutes, while connected to the Communication Technology, not merely transmit it prior to or after the transaction;
- The Communication Technology must be capable of recording the complete notarial act and such recording shall be made and retained by the Notary Public for a period of not less than ten (10) years;
- The Signatory must affirmatively represent via the Communication Technology that he or she is physically situated in the State of Connecticut;
The Signatory must transmit by fax or electronic means a legible copy of the signed document directly to the Notary Public or Commissioner on the same date it was executed;
- The Notary Public or Commissioner may notarize the transmitted copy of the document and transmit the same back to the Signatory by fax or electronic means;
- The Notary Public or Commissioner may repeat the notarization of the original signed document as of the date of execution, provided the Notary Public or Commissioner receives such original signed document, together with the electronically notarized copy, within thirty days after the date of execution;
- Only an attorney admitted to practice law in the State of Connecticut and in good standing may remotely administer a self-proving affidavit to a Last Will and Testament pursuant to section 45a- 285 of the General Statutes or conduct a real estate closing as required by Public Act 19-88. Any witnessing requirement for a Last Will and Testament may be satisfied remotely through the use of Communication Technology if it is completed under the supervision of a Commissioner. The supervising Commissioner shall certify that he or she supervised the remote witnessing of the Last Will and Testament
- All witness requirements on any document, other than a Last Will and Testament, requiring a notarial act are suspended for the duration of this Executive Order.
- **All Remotely Notarized documents pertaining to real property shall be accepted for recording on the land records by all Connecticut Town or City Clerks.** A one-page certification confirming the use of Remote Notarization procedures shall be attached to each remotely notarized document submitted for recording on the land records in Connecticut.

Executive Order 7Q Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7Q.pdf>

Town Clerk - updated 8/17/20 - added Executive order 7NNN

Executive Orders

7V-1 - Safe workplaces in essential businesses: Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.

- Immediately upon Governor Lamont’s signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately.
- Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the “Safe Stores” rules

✓ Go to DECD’s website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>

7W-8 - Permit need not be recorded with town clerk: Suspends state statutes and regulations in all towns where the town clerk’s office is closed or so reduced in hours that it makes it unreasonable to have permits recorded. Permits shall be recorded as soon as the relevant town clerk’s office is reopened and staffed for routine business. - *Sec 30-53 of the Connecticut General Statutes and Section 30-6-A7 of the Regulations of Connecticut State Agencies*

Executive Order 7W Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7W.pdf>

7BB-1 - (Repealed and Replaced by EO 7NNN) Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.

- Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.
- If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition.

7BB - 2 - Further postponement of presidential preference primary to August 11: To protect the health and safety of voters, poll workers, and the most vulnerable members of the population, the presidential primary is ordered rescheduled – for the second time – to August 11, 2020. This is the same date that state and local primaries had already been scheduled to be held. **Originally, the primary had been scheduled to be held April 28, and then the governor rescheduled it to June 2 with Executive Order No. 7G.** Today’s order supersedes that previously enacted order. - *Sec 9-464 - Chapter 154*

Executive Order 7BB Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf>

7II-4 - Extension of the Start Date for Imposition of a Late Fee for Obtaining Dog Licenses from July 1, 2020 to August 1, 2020. *Sect 22-338(a)*

Executive Order 7II Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7II.pdf>

7QQ-6 - Clarification that Commissioner Orders Issued Pursuant to the Governor’s Executive Orders Are Not Regulations Subject to the UAPA. Section 4-166(16) of the Connecticut General Statutes is modified to clarify that the definition of a regulation does not include any amendment or repeal of an existing regulation and any directive, rule, guidance, or order issued by a Commissioner or Department Head pursuant to a Governor’s Executive Order during the existing civil preparedness and public health emergency and any renewal or extension thereof. Notwithstanding Sections 4-166 to 189, inclusive, of the Connecticut General

Town Clerk - updated 8/17/20 - added Executive order 7NNN

Executive Orders

Statutes, any Commissioner or Department Head, as permitted or directed by any such Governor's executive order, may modify or suspend any regulatory requirements adopted by the Commissioner or Department Head that they deem necessary to reduce the spread of COVID-19 and to protect the public health. This section applies to all orders that have been issued since the declaration of public health and civil preparedness emergencies on March 10, 2020 and for the duration of the public health and civil preparedness emergency, including any period of renewal of such emergency declaration.

Executive order 7QQ Link - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7QQ.pdf>

7NNN - 1 - Executive Order No. 7BB, Section 2, issued on April 17, 2020, is repealed. Effective immediately, any person in a public place in Connecticut, whether indoors or outdoors, who does not maintain a safe social distance of approximately six feet from every other person shall cover their mouth and nose with a mask or cloth face-covering. In addition, individuals shall use a mask or cloth face covering when using the services of any taxi, car, livery, ride-sharing or similar service, or any means of mass public transit, or while within any semi-enclosed transit stop or waiting area.

- a. Nothing in this order shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition, a child in a child care setting, or anyone under the age of 2 years. Any person who declines to wear a mask or face covering because of a medical condition shall be exempt from this order and any requirement to wear masks in Sector Rules or other rules issued by the Commissioner of the Department of Economic and Community Development (DECD), but only if such person provides written documentation that the person is qualified for the exemption from a licensed medical provider, the Department of Developmental Services or other state agency that provides or supports services for people with emotional, intellectual or physical disabilities, or a person authorized by any such agency. Such documentation need not name or describe the condition that qualifies the person for the exemption
- b. The Commissioner of DECD shall issue updated versions of Sector Rules, Safe Workplace Rules for Essential Employers, or other rules issued pursuant to previous executive orders, which updated versions shall set forth updated requirements for face coverings within those settings, and which, when complied with, shall constitute compliance with this order.
- c. This order shall supersede and preempt any current or future municipal order whenever such order conflicts with this order.

Executive Order Link 7NNN- <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7NNN.pdf>

Continuity Issues

- **Staffing** - Staffing levels may be interrupted or diminished as a result of the pandemic. While some work can be accomplished remotely or through the use of staggered shifts - productivity may be an issue. Additionally, in the event that the assessor is incapacitated - does the town have a back-up for this person. In many cases, especially small towns, there is only one part time person performing the Town Clerk's function.
- **Executive Orders** - Multiple adjustments have been made as a result of issued Executive Orders - However, the recording/filing and other related work must be accomplished at some point in time. This may create a back-log of work greater than current staffing can realize - even after the pandemic has ceased. This may result in the necessity for additional staff and resulting costs to the municipality.
- **In-Office Operations** - Generally, departments are staffed at pre-COVID levels, town halls are closed to the public and records, for a limited extent, can be accessed remotely by Town staff. The town clerk has more of need to be in the office than most other town hall functions - making remote work options less of an option.
- **Safety** - Workplace safety is now the "new normal" and will - for the foreseeable future change the workplace. The assessor's office in terms of proper distancing from fellow workers and the public (once town halls are re-opened) may need reconfiguration to comply and provide proper workforce protection.
- **Public Interactions** - The Town Clerk's Office is one of the most visited (in-person, electronically and by mail). The challenge in the short and long-term is having in place the capacity to serve the public while protecting office staff.

Town Clerk - updated 8/17/20 - added Executive order 7NNN

<p>Continuity Issues</p>	<ul style="list-style-type: none"> • Records Access - Many records are not available online and require research to retrieve. This will necessitate some level of town hall staffing. • Work Cycle Impacts - The town clerk’s office addresses routine actions, reports and requests - the current disruption impacts the flow of this work that will grow in terms of back-log the longer the pandemic stays in place.
<p>Suggested Best Practice</p>	<p>Staffing</p> <ul style="list-style-type: none"> ✓ Towns may consider either an inter-municipal agreement or mutual aide agreement with a neighboring community to either share staff or “piggyback” various town staffing with a community with more capacity. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements and all applicable laws including but not limited to the Teachers Negotiations Act and the Municipal Employees Relation Act. . ✓ Towns with either staffing capacity issues or a temporary interruption in staffing due to COVID-19 could bridge such situations utilizing their regional council of governments (COGs). The nine regional COGs either have the staffing capacity or the ability to “staff up” to preform most town functions. COGs have the statutory authority (8-31b) to provide most any function a town may need. COGs already provide dozens of services otherwise preformed individually by towns on a shared or regional basis. <ul style="list-style-type: none"> ▸ COGs must engage and involve bargaining unit representatives to be part of any regional staffing. ✓ Cross-train existing staff to preform many of the routine office functions ✓ Utilization of retired qualified municipal staff per Executive order 7L-3. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements. ✓ All inter-departmental data sharing conducted electronically <p>In-Office Operations</p> <ul style="list-style-type: none"> ✓ Departments can remain open during regular business hours for employees ONLY - public should not be allowed in town halls ✓ Require All staff to take online training (CIRMA or other) regarding blood-borne pathogens ✓ To the extent workstations or equipment must be shared, employees should be provided CDC compliant to disinfect work areas before finishing their shift. During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Town should provide alcohol-based wipes for this purpose. ✓ To the extent workstations or equipment must be shared, employees should be provided CDC compliant to disinfect work areas before finishing their shift. During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Town should provide alcohol-based wipes for this purpose. ✓ A staggered in-office staffing scheduled by half-day intervals will best ensure proper social distancing while allowing for optimum work to be preformed. ✓ Office should be in regular communication with the town’s Emergency Management Director working and local health agency ✓ Staff should be expected to work remotely when not in office - Develop detailed lists of projects that can be accomplished while teleworking. ✓ Teleworking can include performing normal job duties and special projects. Towns not familiar with telework should have some structure by which to conduct business and ensure that work - including communication - are being done as intended. Confirm that employees have access to either a home computer or VCU laptop and have the appropriate connections to VCU. As possible, arrange for loaner laptops for those without appropriate equipment.

Town Clerk - updated 8/17/20 - added Executive order 7NNN

Suggested Best Practice	Services to the Public <ul style="list-style-type: none">• Clerks should take requests via phone or email ONLY• Suggest that the Town Clerk can provide, within 10 days by US mail, the following:<ul style="list-style-type: none">✓ Birth Certificates✓ Death Certificates✓ Marriage Certificates✓ Dog License• A drop-box outside Town Hall for Street List/Census drop off and various town bills or requests. All papers should be sealed in an envelope and the envelope clearly marked for the Town Clerk with the name/phone number/email/ of the person leaving the papers.• All changes should be listed on the Clerk's web page
Resources	<ul style="list-style-type: none">• Connecticut Town Clerks Association - http://www.ctclerks.com• Connecticut General Statutes - Chapter 92 - Town Clerks - https://www.cga.ct.gov/current/pub/chap_092.htm• Office of Legislative Research - Town Clerks, 2011 - https://www.cga.ct.gov/2011/rpt/2011-R-0243.htm• Office of Legislative Research - Town Clerks: Duties, Responsibilities, And Fee Collection 2006, https://www.cga.ct.gov/2006/rpt/2006-R-0297.htm

The Advisory Commission on Intergovernmental Relations (ACIR) is a 24-member agency of the State of Connecticut created in 1985 to study system issues between the state and local governments and to recommend solutions as appropriate. The membership is designed to represent the state legislative and executive branches, municipalities and other local interests, and the general public.

The role of ACIR, as contained in Section 2-79a of the Connecticut General Statutes, is to: (1) serve as a forum for consultation between state and local officials; (2) conduct research on intergovernmental issues; (3) encourage and coordinate studies of intergovernmental issues by universities and others; and (4) initiate policy development and make recommendations to all levels of government.

For Further Information, Please Contact:
Bruce Wittchen: phone (860) 418-6323 e-mail bruce.wittchen@ct.gov