

Town of Windham

OFFICE OF THE TOWN MANAGER
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MEMORANDUM

To: Town Council
Thru: Robert Burns
From: Phyllis Moss *P. Moss*
Date: October 23, 2025
Re: Town Clerk Appointment

The Town Clerk is an essential position for the Town. The incumbent is responsible for the preparation and maintenance of official documents; supervision of elections; issuance of various licenses and permits; recording various documents and preparation of reports. Work includes extensive public contact and involves a variety of administrative clerical responsibilities for the Town ordinances and State and Federal laws.

The following represents the background/experience and personal attributes needed for the position:

BACKGROUND/EXPERIENCE

- Knowledge of and ability to interpret current state law and local ordinances which pertain to the Clerk's duties;
- Certified Maine Town Clerk; Dedimus Justice strongly recommended;
- Two or more years' experience as a municipal Town Clerk, or assistant Town Clerk; or
- Any equivalent combination of education and experience that demonstrates possession of the necessary knowledge, skills and abilities needed to accomplish the essential functions of the position.

PERSONAL ATTRIBUTES

- Personal integrity, confidence, and leadership;
- Sense of order, planning ability; attention to detail;
- Strong customer service and communication skills;
- A high degree of independence;
- Technical proficiency;

- Passion for getting the job done well and within time constraints; and
- The ability to communicate with citizens, other employees, and Town leadership.

Anthony Blasi has a Bachelor of Arts in History from the University of Maine. His municipal experience includes working as a municipal clerk for 1.5 years in Woolwich before joining the Town of Windham as a Deputy Clerk approximately 3.5 years ago. He recently became a Certified Municipal Clerk (CCM) by the Maine Town and City Clerks Association. According to Linda Morrell he has been instrumental in first learning the new dog registration system and then training others in how to use it both within the Town and in other municipalities. He is a notary public and published author of *Frontier Ranger of Colonial New England* for which he received the Roger Grindle Award.

I commend the Town Council in their choice of **Anthony Blasi** as Town Clerk. Linda will be a hard act to follow, but if anyone can do it, Anthony can!

I respectfully request that the Town Council confirm his appointment as Town Clerk effective November 4, 2025, at its meeting on October 28, 2025.