

Town Clerk's Office Report—April + 2020

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered 1 dogs, 0 replacement 0 service dogs	Updated ACO each month on current dog registrations. 2020 registrations began October 15 th . We have registered 1,198 dogs starting 10/15/2019 for 2020, as well as 4 service dogs and 3 replacement tags.
2.	Hunting & Fishing Licenses	Sold 0	Including 0 Saltwater Fishing Registry
3.	Birth Certificates	Sold 1	Sold 1 additional
4.	Death Certificates	Sold 11	Sold 43 additional
5.	Marriage Certificates	Sold 1	Sold 1 additional
6.	Marriage Licenses	Sold 1	
7.	Disposition Permits / Burial Permits	Sold 3	
8.	Horse Permits	Sold 0	Permits started October 1 st , 2019 and ended March 31 st , 2020.
9.	Parking Permits	Sold 13	New season has begun for the 2020 permits. Sold 0 resident \$50 permits; 1 resident \$75 permits; 0 non-resident \$150 permit; 3 non-resident \$300 permits.
10.	Special Event Permits	1 and 0 amendments	Processed 0 Wedding Permit applications and 0 bonfire permits.
11.	Notary Public Service	1	Processed 1
12.	Freedom of Access Act	0	Processed 0 requests for information.
13.	Virtual Town Hall		Updated website.
14.	Miscellaneous		
15.	DBA's	Recorded 0	
16.	Vital Records		Vital Records are now processed through the State's website as they occur.
17.	Board/Committee/Town Council agendas		Processed 6
18.	Public Hearings		Processed 0

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19.	Bids		Processed 0 (placed on website)
20.	Elections		The Town Hall has been closed in April, but staff was in Town Hall answering phones, e-mails and mail. We continue to prepare for Election Day, which has been moved from June 9 th to July 11 th due to COVID-19.
21.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
22.	In-house training		Continue in-house training on a daily basis.
23.	Miscellaneous in-house work		Assist staff and residents in research of Town records and streets. Filing 1883 to early 1900 vital records in protective files. Scan in contracts/agreements as received and forward to appropriate department and file original in safe. Scanning minutes into Laserfiche.
24.	Town Council appointments/resignations	Processed 0 appointments/0 resignations	Processed re-appointments to various boards/committees.
25.	Minutes		Processed: 0 Administrative Board; 0 Ballpark Commission; 0 Community Animal Watch; 0 Comprehensive Plan; 0 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 0 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 5 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There were 5 new voters to Town from out-of-state or eligible to vote; 14 new voters from other municipalities in Maine; in addition, 11 voters changed their address within the Town; 3 voters had a name change; 1 voter changed their party; 0 voters were moved from inactive to active; 13 voters moved out of Town; 23 were cancelled, moved within State but didn't register in another Town; 9 voters moved out of State; 0 cancelled by SOS for being inactive for two general elections; 14 voters were removed as deceased; 0 voters moved to inactive; 0 voters moved out of state and then moved back and re-registered in OOB; 0 voters requested to be removed from the voting list; 0 requested to be returned to the voting list after having been asked to be removed; 0 voters

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			moved back from UOCAVA; 0 voters moved to UOCAVA (out of country or military).
27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered deaths in Access database and filed in books.
29.	Oaths		Administered oaths to various boards/committees and employees
30.	Dedimus Justice		Administered 1 oaths for a Notary; 0 for other State Boards.
31.	Courier/Portland Press Herald		Balanced legal ads for month
32.	Births		Researched EBRS and entered births into Access Database and filed in books.
33.	Miscellaneous		Transfer calls between departments daily. File MUNIS rpts daily. Process incoming mail daily for all departments (USPS/UPS/FedEx).