

Town Clerk's Office Report—April + 2021

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered 36 dogs, 0 replacement 0 service dogs	2021 registrations began October 15 th . We have registered 1,205 dogs starting 10/15/2020 for 2021, as well as 4 service dogs and 3 replacement tag.
2.	Hunting & Fishing Licenses	Sold 13	Including 4 Saltwater Fishing Registry
3.	Birth Certificates	Sold 5	Sold 2 additional
4.	Death Certificates	Sold 7	Sold 30 additional
5.	Marriage Certificates	Sold 11	Sold 17 additional
6.	Marriage Licenses	Sold 6	
7.	Disposition Permits / Burial Permits	Sold 4	
8.	Horse Permits	Sold 0	Permits started October 1 st , 2020 and ended March 31 st , 2021.
9.	Parking Permits	Sold 0	Sold 45 resident \$50 permits; 31 resident \$75 permits; 0 non-resident \$150 permit; 0 non-resident \$300 permits.
10.	Special Event Permits	3 and 0 amendments	Processed 0 Wedding Permit applications and 0 bonfire permits.
11.	Notary Public Service	25	Processed 25
12.	Freedom of Access Act	3	Processed 3 requests for information.
13.	Virtual Town Hall		Updated website.
14.	Miscellaneous		Working with Impact Melanoma on a grant for sunscreen for Old Orchard Beach staff and eventually the public. Clerk's Office; worked on Memorial Day Parade; Town Clerk attended CVR ZOOM info session 4/21/21; Town Clerk met with Department Heads about Special Event Permits; Town Clerk attended meeting for the Scottish Festival.
15.	DBA's	Recorded 3	Recorded 3 and 1 amendment
16.	Vital Records		Vital Records are now processed through the State's website as they occur.
17.	Board/Committee/Town Council		Processed 9

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	agendas		
18.	Public Hearings		Processed 4
19.	Bids		Processed 1 (placed on website)
20.	Elections		
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 1 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; 3 Town Council; 2 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There was 9 new voters to Town from out-of-state or eligible to vote; 6 new voters from other municipalities in Maine; in addition, 5 voters changed their address within the Town; 5 voters had a name change; 2 voters changed their party; 0 voters were moved from inactive to active; 2 voters moved out of Town; 21 were cancelled, moved within State but didn't register in another Town; 5 voters moved out of State; 6 cancelled by SOS for being inactive for two general elections; 8 voters were removed as deceased; 0 voters moved to inactive; 0 voters moved out of town 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 1
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 4 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).