

Town Clerk's Office Report—August + 2019

| | <i>Item</i> | <i>Status</i> | <i>Comments</i> |
|-----|--------------------------------------|----------------------|---|
| 1 | Dog Licenses | Registered dogs. 13 | Updated ACO each month on current dog registrations. 2019 registrations began October 15 th . We have registered 1,331 dogs, including 5 service dogs and have done 5 replacement tags since 2019 registrations began October 15 th for 2019. |
| 2. | Hunting & Fishing Licenses | Sold 43 | Including 16 Saltwater Fishing Registry |
| 3. | Birth Certificates | Sold 11 | Sold 5 additional |
| 4. | Death Certificates | Sold 6 | Sold 32 additional |
| 5. | Marriage Certificates | Sold 20 | Sold 15 additional |
| 6. | Marriage Licenses | Sold 11 | |
| 7. | Disposition Permits / Burial Permits | Sold 0 | |
| 8. | Horse Permits | Sold 0 | Permits started October 1 st , 2018. Sent weekly updates to Scarborough as permits are sold. Season ended March 31, 2019. |
| 9. | Parking Permits | Sold 1 | Sold 1 resident \$50 permits; 0 resident \$75 permits; 0 non-resident \$150 permit; 0 non-resident \$300 permits. |
| 10. | Special Event Permits | 6 and 1 amendments | Processed 0 Wedding Permit applications and 0 bonfire permits. |
| 11. | Notary Public Service | 28 | Processed 28 |
| 12. | Freedom of Access Act | 0 | Processed 1 requests for information. |
| 13. | Virtual Town Hall | | Updated website. |
| 14. | Miscellaneous | | 8/15/2019 Department Head meeting on a 10k special event permit; 8/21/19, Town Clerk and Deputy Clerk LoPresti attended a class regarding the new marijuana laws put on by MMA. |
| 15. | DBA's | Recorded 0 | |
| 16. | Vital Records | | Vital Records are now processed through the State's website as they occur. |

| | Item | Status | Comments |
|-----|--|---|--|
| 17. | Board/Committee/Town Council agendas | | Processed 9 |
| 18. | Public Hearings | | Processed 0 |
| 19. | Bids | | Processed 5 (placed on website) |
| 20. | Elections | | Continue to work on November 5 th Election. |
| 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; 1 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 0 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 2 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee. |
| 26. | Voter Registration | | There were 18 new voters to Town from out-of-state or turned 18; 8 new voters from other municipalities in Maine; in addition, 9 voters changed their address within the Town; 3 voters had a name change; 4 voters changed their party; 0 voters were moved from inactive to active; 7 voters moved out of Town; 15 were cancelled, moved within State but didn't register in another Town; 4 voters moved out of State; 0 cancelled by SOS for being inactive for two general elections; 6 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 |

| | Item | Status | Comments |
|-----|-----------------|---------------|--|
| | | | the voting list after having been asked to be removed; 0 voters moved back from UOCAVA; 0 voters moved to UOCAVA (out of country or military). We processed 88 petitions for an Act to Protect Maine Children and Students from Preventable Diseases by Repealing Certain Exemptions from the Laws Governing Immunization Requirements; 12 petitions for An Act to Prevent Discrimination in Public and Private Insurance Coverage for Pregnant Women in Maine; and 7 petitions for An Act to Enact the Maine Death with Dignity Act. We also processed 6 Certificates of Registration for People's Veto Petition Circulators. |
| 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 2 oaths for a Notary; 0 for other State Boards. |
| 31. | Journal Tribune | | 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). |