

Town Clerk's Office Report—March+ 2018

| | <i>Item</i> | <i>Status</i> | <i>Comments</i> |
|-----|--------------------------------------|----------------------|---|
| 1 | Dog Licenses | Registered dogs. 34 | One replacement tag. Updated ACO each month on current dog registrations. 2018 registrations began October 15 th . We have registered 1,168 dogs, 2 service dogs and have done 53 replacement tags since 2018 registrations began October 15 th for 2018. |
| 2. | Hunting & Fishing Licenses | Sold 15 | Including 0 Saltwater Fishing Registry |
| 3. | Birth Certificates | Sold 13 | Sold 3 additional |
| 4. | Death Certificates | Sold 5 | Sold 9 additional |
| 5. | Marriage Certificates | Sold 7 | Sold 7 additional |
| 6. | Marriage Licenses | Sold 2 | |
| 7. | Disposition Permits / Burial Permits | Sold 2 | |
| 8. | Horse Permits | Sold 0 | Permits start October 1 st , 2017. Send weekly updates to Scarborough as permits are sold. Permits will end March 31 st , 2018 for the season. |
| 9. | Parking Permits | Sold 0 | Parking Permits for 2018 season started being sold as of 2/20/2018. We sold 8 residential \$50 permits and 3 residential \$75 permits. In March, we sold 7 residential \$50 permits and 16 residential \$75 permits. |
| 10. | Special Event Permits | 4 | Processed 0 Wedding Permit applications and 0 bonfire permits. |
| 11. | Notary Public Service | 38 | Processed 38 |
| 12. | Freedom of Access Act | 2 | Processed 2 request for information. |
| 13. | Virtual Town Hall | | Updated website. |
| 14. | Miscellaneous | | |
| 15. | DBA's | Recorded 1 | |
| 16. | Vital Records | | Vital Records are now processed through the State's website as they occur. |
| 17. | Board/Committee/Town Council agendas | | Processed 6 |

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| 18. | Public Hearings | | Processed 2 |
| 19. | Bids | | Processed 0 (placed on website) |
| 20. | Elections | | Continue to prepare for the June 12 th , 2018 Primary Election. Town Clerk and Deputy Clerk LoPresti attended Democrat Caucus 3/4/18 as Registrars. |
| 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; 1 Ballpark Commission; 0 Community Animal Watch; 0 Comprehensive Plan; 0 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 1 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 2 Town Council; 1 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee. |
| 26. | Voter Registration | | There were 12 new voters to Town from out-of-state; 9 new voters from other municipalities in Maine; in addition, 9 voters changed their address within the Town; 2 voters had a name change; 6 voters changed their party; 0 voters were moved from inactive to active; 3 voters moved out of Town; 13 were cancelled, moved within State but didn't register in another Town; 0 voters moved out of State; 0 cancelled by SOS for being inactive for two general elections; 4 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. 1 voter moved back from UOCAVA. We processed nomination papers for the |

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| | | | following positions: Governor (48 pages); Register of Deeds (2 pages); York County Commission 3 (2 pages); Representative to Congress (3 pages); York County Treasurer (2 pages); State Senate (4 pages); U.S. Senate (23 pages); 16 clean election forms. |
| 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 oath for a Notary. |
| 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). |