

## **Town Clerk's Office Report—November+ 2017**

	<i><b>Item</b></i>	<i><b>Status</b></i>	<i><b>Comments</b></i>
1	Dog Licenses	Registered 211 dogs.	One replacement tag. Updated ACO each month on current dog registrations. 2018 registrations begin October 15 <sup>th</sup> .
2.	Hunting & Fishing Licenses	Sold 6	Including 0 Saltwater Fishing Registry
3.	Birth Certificates	Sold 3	Sold 1 additional
4.	Death Certificates	Sold 4	Sold 14 additional
5.	Marriage Certificates	Sold 8	Sold 7 additional
6.	Marriage Licenses	Sold 4	
7.	Disposition Permits / Burial Permits	Sold 3	
8.	Horse Permits	Sold 14	Permits start October 1 <sup>st</sup> , 2017. Send weekly updates to Scarborough as permits are sold. Permits will end March 31 <sup>st</sup> , 2018 for the season.
9.	Parking Permits	Sold 0.	Parking Permits for 2017 season started being sold as of 4/4/2017, and ended Labor Day.
10.	Special Event Permits	3	Processed 0 Wedding Permit applications and 0 bonfire permits.
11.	Notary Public Service	13	Processed 13
12.	Freedom of Access Act	1	Processed 1 request for information.
13.	Virtual Town Hall		Updated website.
14.	Miscellaneous		November 1 <sup>st</sup> gave a tour of Town Hall to third graders; November 15 <sup>th</sup> , Town Clerk attended a Retail Marijuana Presentation by Maine Municipal Association in Augusta.
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 12
18.	Public Hearings		Processed 0

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19.	Bids		Processed 1 (placed on website)
20.	Elections		Election day, November 7 <sup>th</sup> . Follow-up paperwork with State through November. Jay Kelley and Joseph Thornton were re-elected to the Town Council; Peter Flaherty was re-elected to the RSU #23 Board of Directors, and Christopher LaSalle was newly elected to the RSU #23 Board of Directors.
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 2 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; 2 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 1 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There were 30 new voters to Town from out-of-state; 70 new voters from other municipalities in Maine; in addition, 44 voters changed their address within the Town; 8 voters had a name change; 18 voters changed their party; 0 voters were moved from inactive to active; 5 voters moved out of Town; 9 were cancelled, moved within State but didn't register in another Town; 26 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.

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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 Notaries.
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).