

Town Clerk's Office Report—November + 2020

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered 280 dogs, 0 replacement 3 service dogs	2021 registrations began October 15 th . We have registered 299 dogs starting 10/15/2020 for 2021, as well as 3 service dogs and 0 replacement tags.
2.	Hunting & Fishing Licenses	Sold 4	Including 0 Saltwater Fishing Registry
3.	Birth Certificates	Sold 9	Sold 2 additional
4.	Death Certificates	Sold 5	Sold 18 additional
5.	Marriage Certificates	Sold 6	Sold 14 additional
6.	Marriage Licenses	Sold 5	
7.	Disposition Permits / Burial Permits	Sold 4	
8.	Horse Permits	Sold 12	Permits started October 1 st , 2020 and will end March 31 st , 2021.
9.	Parking Permits	Sold 0	Permits ended Labor Day, 9/7/20. Sold 0 resident \$50 permits; 0 resident \$75 permits; 0 non-resident \$150 permit; 0 non-resident \$300 permits. We also had 0 residents upgrade from the \$50 permit to the \$75 permit.
10.	Special Event Permits	2 and 0 amendments	Processed 0 Wedding Permit applications and 0 bonfire permits.
11.	Notary Public Service	15	Processed 15
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 10
18.	Public Hearings		Processed 0

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19.	Bids		Processed o (placed on website)
20.	Elections		Election Day was November 3 rd , 2020. There were 6,315 voters that participated in this election. The voters re-elected three candidates for Town Council for two-year terms—Kenneth Blow, 3496 votes; Shawn O’Neill, 2859 votes and Michael Tousignant, 2644 votes. They also elected one candidate to fill the remaining one-year term of the vacated seat of Joseph Thornton, electing V. Louise Reid, 5073 votes. For RSU #23 the voters elected two candidates for three-year terms, Peter Flaherty, 3016 votes (re-election) and Donna Moutsatsos, 2449 votes. For Town Clerk, two-year term, the voters re-elected Kim McLaughlin, 5237 votes. The voters also voted in favor of Question one, a \$23,000,000 upgrade to the Waste Water Treatment Facility Equipment and Systems, voting 4805 yes to 1008 no—and voted in favor of Question two, Ordinance allowing sale of adult use marijuana and the issuance of a limited number of licenses allowing adult use marijuana retail stores to operate, voting 3669 yes to 2317 no.
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 o appointments/o resignations	Processed re-appointments to various boards/committees.
25.	Minutes		Processed: o Administrative Board; o Ballpark Commission; o Community Animal Watch; o Comprehensive Plan; o Conservation Commission; o Design Review Committee; o Finance Committee; oPlanning Board; o Recreation Committee; o Recycling Committee; o Town Council; 1 Zoning Board of Appeals; o Board of Assessment Review; o Memorial Park Sub-Committee.

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26.	Voter Registration		There were 133 new voters to Town from out-of-state or eligible to vote; 174 new voters from other municipalities in Maine; in addition, 41 voters changed their address within the Town; 3 voters had a name change; 16 voters changed their party; 0 voters were moved from inactive to active; 127 voters moved out of Town; 0 were cancelled, moved within State but didn't register in another Town; 2 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; 3 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 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).