

**Town Clerk's Office Report—October + 2019**

	<b><i>Item</i></b>	<b><i>Status</i></b>	<b><i>Comments</i></b>
1	Dog Licenses	Registered 2 dogs for 2019 and 248 for 2020.	Updated ACO each month on current dog registrations. 2020 registrations began October 15 <sup>th</sup> . We registered 1,335 dogs for 2019, including 5 service dogs and have done 6 replacement tags since 2019 registrations began October 15 <sup>th</sup> for 2019. We have registered 248 dogs starting 10/15/2019 for 2020.
2.	Hunting & Fishing Licenses	Sold 9	Including 0 Saltwater Fishing Registry
3.	Birth Certificates	Sold 5	Sold 0 additional
4.	Death Certificates	Sold 9	Sold 62 additional
5.	Marriage Certificates	Sold 11	Sold 4 additional
6.	Marriage Licenses	Sold 3	
7.	Disposition Permits / Burial Permits	Sold 1	
8.	Horse Permits	Sold 21	Permits started October 1 <sup>st</sup> , 2019.
9.	Parking Permits	Sold 0	Season ended 09/02/2019. Sold 0 resident \$50 permits; 0 resident \$75 permits; 0 non-resident \$150 permit; 0 non-resident \$300 permits.
10.	Special Event Permits	2 and 0 amendments	Processed 0 Wedding Permit applications and 0 bonfire permits.
11.	Notary Public Service	25	Processed 25
12.	Freedom of Access Act	1	Processed 1 requests for information.
13.	Virtual Town Hall		Updated website.
14.	Miscellaneous		10/16/2019 CPR training for Town Clerk staff.
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 9

	<b><i>Item</i></b>	<b><i>Status</i></b>	<b><i>Comments</i></b>
18.	Public Hearings		Processed 0
19.	Bids		Processed 2 (placed on website)
20.	Elections		Town Clerk went to the Pines on 10/10/19 to obtain absentee ballot applications; all staff attended the Ballot Clerk training on 10/23/19; the Town Clerk's Office stayed open until 7 p.m. on 10/29/19 for voter registration; continue to prepare for the November 5 <sup>th</sup> election, and have already started preparing for the March 3 <sup>rd</sup> Presidential Primary, the June 9 <sup>th</sup> State Primary; and the November 3 <sup>rd</sup> Presidential 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; 2 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; 1 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There were 19 new voters to Town from out-of-state or turned 18; 30 new voters from other municipalities in Maine; in addition, 18 voters changed their address within the Town; 3 voters had a name change; 7 voters changed their party; 0 voters were moved from inactive to active; 27 voters moved out of Town; 13 were cancelled, moved within State but didn't register in another Town; 6 voters moved out of State; 0 cancelled by SOS for being inactive for two general

	<b><i>Item</i></b>	<b><i>Status</i></b>	<b><i>Comments</i></b>
			elections; 15 voters were removed as deceased; 0 voters moved to inactive; 1 voter moved out of state and then moved back and re-registered in OOB; 1 voter 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 4 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).