

## **Town Clerk's Office Report—September+ 2018**

	<i><b>Item</b></i>	<i><b>Status</b></i>	<i><b>Comments</b></i>
1	Dog Licenses	Registered dogs. 10	One transfer tag. Updated ACO each month on current dog registrations. 2018 registrations began October 15 <sup>th</sup> . We have registered 1,278 dogs, 5 service dogs and have done 14 replacement tags since 2018 registrations began October 15 <sup>th</sup> for 2018.
2.	Hunting & Fishing Licenses	Sold 7	Including 1 Saltwater Fishing Registry
3.	Birth Certificates	Sold 9	Sold 0 additional
4.	Death Certificates	Sold 1	Sold 7 additional
5.	Marriage Certificates	Sold 11	Sold 9 additional
6.	Marriage Licenses	Sold 11	
7.	Disposition Permits / Burial Permits	Sold 0	
8.	Horse Permits	Sold 4	Permits start October 1 <sup>st</sup> , 2018. Sent weekly updates to Scarborough as permits are sold.
9.	Parking Permits	Sold 0	Parking Permits for 2018 season started being sold as of 2/20/2018, and the season ended September 3 <sup>rd</sup> .
10.	Special Event Permits	2 and 0 amendments	Processed 0 Wedding Permit applications and 1 bonfire permit.
11.	Notary Public Service	24	Processed 24
12.	Freedom of Access Act	0	Processed 1 request for information.
13.	Virtual Town Hall		Updated website.
14.	Miscellaneous		September 11 <sup>th</sup> , 2018 Town Clerk and Deputy Clerk LoPresti attended Clerk Networking Day.
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 14
18.	Public Hearings		Processed 2

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19.	Bids		Processed 1 (placed on website)
20.	Elections		Nomination papers available September 7 <sup>th</sup> , 2018. Continue to prep for the November 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/20 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; 2 Design Review Committee; 0 Finance Committee; 8 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 26 new voters to Town from out-of-state or turned 18; 24 new voters from other municipalities in Maine; in addition, 16 voters changed their address within the Town; 2 voters had a name change; 12 voters changed their party; 0 voters were moved from inactive to active; 26 voters moved out of Town; 7 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; 8 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 voters moved back from UOCAVA. Processed 3 pages of Clean Election forms.
27.	Pole Permits		Processed 1

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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).