

Town Clerk's Office Report—April 2014

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs 20	Updated ACO each month on current dog registrations. 2014 registrations started October 15 th , 2013
2.	Hunting & Fishing Licenses	Sold 30	
3.	Birth Certificates	Sold 12	Sold 4 additional
4.	Death Certificates	Sold 6	Sold 13 additional
5.	Marriage Certificates	Sold 9	Sold 4 additional
6.	Marriage Licenses	Sold 5	
7.	Disposition Permits / Burial Permits	Sold 1	
8.	Horse Permits	Sold 4	Send weekly reports to Scarborough.
9.	Parking Permits	Sold 26	Parking Permits started 2/13/2014.
10.	Special Event Permits		Processed 7 permits. Met with dept. heads regarding recommended amendments to Special Event Permit application.
11.	Notary Public Service		Processed 21
12.	Freedom of Access Act		Processed 1.
13.	Virtual Town Hall		Continue to work on the new website. First phase complete. Now waiting to VTH to create the live page.
14.	Miscellaneous		Attended the April 2 nd Budget Workshop for the Town Clerk's Office budget. Continue to work on the Memorial Day Parade. Had a meeting with other department heads to discuss the vacating of streets in 2017.
15.	DBA's	Recorded 2	
16.	Vital Records		Processed 2 vital records to be sent to the State of Maine for filing of originals.
17.	Board/Committee/Town Council agendas		Processed 21

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18.	Public Hearings		Processed 1
19.	Bids		Processed 1
20.	Elections		April 8 th was the Election for three Regional School Unit #23 Board Directors. Peter Flaherty was elected to the three-year set, Carolyn Marcotte was elected to the two-year seat, and Stuart Hogan the one-year seat. Continue work on the June 10 th election (ordering ballots, USB's, calling ballot clerks, etc).
21.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
22.	In-house training		EDRS/EBRS is constantly updating and in-house training continues.
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/1 resignation	
25.	Minutes		Processed: 3 Ballpark Commission; 0 Community Animal Watch; 0 Comprehensive Plan; 0 Conservation Commission; 0 Design Review Committee; 6 Finance Committee; 3 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 3 Town Council; 1 Zoning Board of Appeals; 0 Board of Assessment Review; 2 Memorial Park Sub-Committee.
26.	Voter Registration		Processed 18 new registrations; 6 deceased; 18 moved out of town; 1 name change; 9 in-Town change of address; 8 petitions (3 Michael Coleman Maine Clean Elections Act—2 Linda Valentino Maine Clean Elections Act—2 Elliot Cutler, Governor; 1 Require Agency Rulemaking.
27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered 8 deaths in Access database and filed in books—State is behind in entry into system, so there may be more deaths than accounted for

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			during the month.
29.	Oaths		Administered oaths to various boards/committees and employees
30.	Dedimus Justice		Administered 3 oaths to Notary Publics
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).