

Town Clerk's Office Report—April+ 2015

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered 19 dogs and issued one replacement tag.	Updated ACO each month on current dog registrations. 2015 registrations began October 15 th , 2014. Processed rabies certificates received from State.
2.	Hunting & Fishing Licenses	Sold 32	
3.	Birth Certificates	Sold 7	Sold 3 additional
4.	Death Certificates	Sold 6	Sold 15 additional
5.	Marriage Certificates	Sold 8	Sold 8 additional
6.	Marriage Licenses	Sold 4	
7.	Disposition Permits / Burial Permits	Sold 2	
8.	Horse Permits	Sold 0	Permits started October 1 st , 2014. Send weekly updates to Scarborough as permits are sold. Permits ended March 31 st , 2015.
9.	Parking Permits	Sold residential permits. 30	Parking Permits for 2015 season began 2/6/15.
10.	Special Event Permits	12	Processed 12 applications/amendments.
11.	Notary Public Service		Processed 36
12.	Freedom of Access Act		Processed 6..
13.	Virtual Town Hall		Updated website.
14.	Miscellaneous		Deputy Leighton attended Vital Records training in Augusta on April 23 rd . Town Clerk had meeting on telephones with Coastal Telephone, the Finance Director, Diana Asanza, and Bill Botting, IT, on April 30 th .
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 11

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18.	Public Hearings		Processed 4
19.	Bids		Processed 2
20.	Elections		On April 21 st , the Town Clerk met with RSU representative regarding upcoming RSU Regional Budget Meeting/Budget Validation Referendum. Town Clerk attended RSU Meeting April 29 th . Worked on June 9 th , 2015 Election. Supplied ballot information to ES&S. Also, updated Election banner.
21.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
22.	In-house training		Deputy Thompson received on-line training for Sexual Harassment and Office Safety on April 1 st .
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 0 appointments/0 resignations	
25.	Minutes		Processed: 0 Administrative Board; 0 Ballpark Commission; 0 Community Animal Watch; 0 Comprehensive Plan; 1 Conservation Commission; 1 Design Review Committee; 0 Finance Committee; 0 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 6 Town Council; 4 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There were 11 new voters to Town; in addition, 1 voters changed their address within the Town; 0 voters had a name change; 0 voters changed their party; 0 voters were moved from inactive to active; 6 voters moved out of Town; 0 voters moved out of State; 0 voters moved to inactive and 9 voters were removed as deceased.
27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered 11 deaths in Access

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			database and filed in books.
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. State is two months behind in entering birth data into the State Report.
33.	Miscellaneous		Transfer calls between departments daily. File MUNIS rpts daily. Process incoming mail daily for all departments (USPS/UPS/FedEx).