

Town Clerk's Office Report—August 2013

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered 16 dogs	Updated ACO Will Watson each month on current dog registrations. Updated rabies certificates from State in system and send out postcards for unregistered dogs. 2014 registrations available October 15 th , 2013
2.	Hunting & Fishing Licenses	Sold 36	
3.	Birth Certificates	Sold 14	Sold 4 additional
4.	Death Certificates	Sold 9	Sold 36 additional
5.	Marriage Certificates	Sold 22	Sold 20 additional
6.	Marriage Licenses	Sold 22	
7.	Disposition Permits/Burial Permits	Sold 3	
8.	Horse Permits		Sold beginning 10/15/2013
9.	Parking Permits	Sold 2	Parking Permits end 9/3/2013
10.	Special Event Permits		Processed 7 permits
11.	Notary Public Service		Processed 17
12.	Virtual Town Hall		Set up training for employees for 9/11/13
13.	Miscellaneous		Working on rabies clinic for Woolstock, 10/13/13.
14.	DBA's		Processed 2
15.	Vital Records		Process 27 vital records to be sent to the State of Maine for filing of originals.
16.	Board/Committee/Town Council agendas		Processed 18
17.	Public Hearings		Processed 3

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18.	Class Attendance		Deputy Thompson, Warden David Huntington and Town Clerk McLaughlin attended training for use in the new State mandated ES&S Voting machines.
19.	Elections		Transferred ballots from metal containers to cardboard boxes for destruction (taken to Casella for burning on 8/19/13). Nomination papers became available August 12 th . Preparing for November 5 th , 2013 Election, including contacting ballot clerks, securing school, working with new ballot and voting machine vendor ES&S, setting up non-profit tables for Election Day; Voter Registrar, Beth Gilman, certified two nomination petitions for the November 5 th election. Researched information for Charter questions and worked with Town Attorney on wording, for November ballot, as well as agenda wording for the possible referendum question on the Historical Society easement.
20.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
21.	In-house training		Department continues to train on use of EDRS (Electronic Death Registration System) and EBRS (Electronic Birth Registration System). EBRS came on-line from the State on 8/1/13.
22.	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. Worked with updating Codification with Municipal Code Corporation. Scan in contracts/agreements as received and forward to appropriate department and file original in safe.
23.	Town Council appointments/resignations		Processed 1 resignation
24.	Minutes		Process: 1 Ballpark Commission; 1 Community Animal Watch; 0 Comprehensive Plan; 1 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 2 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 8 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review.
25.	Voter Registration		Voter Registrar, Beth Gilman, processed 6 in-person registrations, 3 from the Secretary of State, 10 deceased voters, 23 moved out of Town, 1 change of name, 6 change of address in Town, 2 enrollment changes. Check obituaries daily for deceased registered voters.

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26.	Pole Permits	Processed 2	
27.	Deaths		Entered 14 deaths in Access database
28.	Oaths		Administered oaths to various boards/committees
29.	Dedimus Justice		Administered oaths to Notary Publics
30.	Journal Tribune		Balanced legal ads for month
31.	Miscellaneous		Transfer calls between departments daily. File MUNIS rpts daily. Process incoming mail daily for all departments (USPS/UPS/FedEx).