

Town Clerk's Office Report—August 2014

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs 12	Updated ACO each month on current dog registrations. 2014 registrations started October 15 th , 2013. Processed rabies certificates received from State.
2.	Hunting & Fishing Licenses	Sold 42	
3.	Birth Certificates	Sold 9	Sold 3 additional
4.	Death Certificates	Sold 1	Sold 1 additional
5.	Marriage Certificates	Sold 20	Sold 18 additional
6.	Marriage Licenses	Sold 18	
7.	Disposition Permits / Burial Permits	Sold 0	
8.	Horse Permits	Sold 0	Permits start October 1 st , 2014
9.	Parking Permits	Sold 1	Parking Permits will end 9/1/2014.
10.	Special Event Permits		Processed 4 permits. Had a meeting on 8/19/14 with Department Heads to discuss REV3. Met with REV3 and department heads on 8/21/14.
11.	Notary Public Service		Processed 18
12.	Freedom of Access Act		Processed 1
13.	Virtual Town Hall		New web page is now active.
14.	Miscellaneous		
15.	DBA's	Recorded 2	
16.	Vital Records		Processed 13 vital records to be sent to the State of Maine for filing of originals.
17.	Board/Committee/Town Council agendas		Processed 12
18.	Public Hearings		Processed 2
19.	Bids		Processed 0
20.	Elections		Nomination Papers became available

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			8/13/14. Met with the new Principal at the High School, John Suttie, and Vice Principal, Meghan Ward, on 9/18/14, to discuss elections. Worked on November 4 th , election, including working on the Notice of Election and sending to the Secretary of State and the Political Parties. Reserved the High School for Election, worked on Absentee Ballot requests, and requests for organizations to have tables on Election Day. Also worked with ES&S to secure ballot amounts and styles for Election.
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 4 appointments/1 resignations	
25.	Minutes		Processed: 1 Administrative Board; 0 Ballpark Commission; 0 Community Animal Watch; 0 Comprehensive Plan; 0 Conservation Commission; 1 Design Review Committee; 0 Finance Committee; 3 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 5 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		Processed 16 new registrations; 6 deceased; 4 moved out of state; 6 name change; 9 in-Town change of address; 1 enrollment change; 49 moved out of Town, but within the State; 4 rejections. Processed one nomination paper.
27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered 9 deaths in Access database and filed in books—State is behind in entry into system, so there may be more deaths than accounted for during the month.

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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).