

Town Clerk's Office Report—December 2013

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs 336	Updated ACO Will Watson each month on current dog registrations. 2014 registrations started October 15 th , 2013
2.	Hunting & Fishing Licenses	Sold 29	Started selling for the 2014 year
3.	Birth Certificates	Sold 1	Sold 0 additional
4.	Death Certificates	Sold 0	Sold 0 additional
5.	Marriage Certificates	Sold 8	Sold 6 additional
6.	Marriage Licenses	Sold 5	
7.	Disposition Permits / Burial Permits	Sold 1	
8.	Horse Permits	Sold 2	Send weekly reports to Scarborough.
9.	Parking Permits		Parking Permits ended 9/3/2013.
10.	Special Event Permits		Processed 2 permits.
11.	Notary Public Service		Processed 11
12.	Freedom of Access Act		N/A
13.	Virtual Town Hall		Met with other staff on 12/11/13 to discuss recommended designs for the re-design of the website.
14.	Miscellaneous		Met with Diana, Louise and SPC reference photocopiers
15.	DBA's	Recorded 1	
16.	Vital Records		Processed 3 vital records to be sent to the State of Maine for filing of originals.
17.	Board/Committee/Town Council agendas		Processed 8
18.	Public Hearings		Processed 1
19.	Bids		N/A
20.	Elections		Met with Gary Curtis, Chair of the RSU

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			and the Town Manager to discuss the RSU #23 Election, to be held 4/8/14. Sent info to Journal Tribune on availability of nomination papers. Contacted SOS to ensure availability of USB's for voting machines. Conferred with Town Attorney on Warrant description and agenda item, as well as ballot design. Reviewed redistricting information from Secretary of State and signed off.
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. Sent/responded to e-mails regarding board/committee terms that expire 12/31/13.
24.	Town Council appointments/resignations	Processed 27 appointments/0 resignation	Many appointments placed on 12/17/13 agenda.
25.	Minutes		Processed: 0 Ballpark Commission; 1 Community Animal Watch; 0 Comprehensive Plan; 0 Conservation Commission; 2 Design Review Committee; 0 Finance Committee; 0 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 3 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review.
26.	Voter Registration		Voter registration December report will be in February's report.
27.	Pole Permits		N/A
28.	Deaths		Researched EDRS and Vital Records database and entered 6 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.
29.	Oaths		Administered oaths to various boards/committees and employees
30.	Dedimus Justice		Administered 0 oaths to Notary Publics

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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).