

## **Town Clerk's Office Report—December+ 2014**

	<i><b>Item</b></i>	<i><b>Status</b></i>	<i><b>Comments</b></i>
1	Dog Licenses	Registered dogs 376	Updated ACO each month on current dog registrations. 2015 registrations began October 15 <sup>th</sup> , 2014. Processed rabies certificates received from State. Sent out approximately 500 dog license reminder postcards.
2.	Hunting & Fishing Licenses	Sold 18	
3.	Birth Certificates	Sold 14	Sold 3 additional
4.	Death Certificates	Sold 6	Sold 28 additional
5.	Marriage Certificates	Sold 12	Sold 7 additional
6.	Marriage Licenses	Sold 7	
7.	Disposition Permits / Burial Permits	Sold 8	
8.	Horse Permits	Sold 0	Permits start October 1 <sup>st</sup> , 2014. Send weekly updates to Scarborough.
9.	Parking Permits	Sold 0	Parking Permits will ended 9/1/2014.
10.	Special Event Permits		Processed 0 permits.
11.	Notary Public Service		Processed 10
12.	Freedom of Access Act		Processed 2
13.	Virtual Town Hall		
14.	Miscellaneous		E-mailed Chairs regarding the election of a Chair as their first item on their January agenda.
15.	DBA's	Recorded 0	
16.	Vital Records		Processed 5 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 0
19.	Bids		Processed 0

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20.	Elections		Processed petitions: 27 pages for "Ranked-Choice Voting"; 1 page for "Require Agency Rulemaking"; 8 pages for "Act to Strengthen the Maine Clean Election Act, Improve Disclosure & Make other Changes to the Campaign Finance Laws", as well as circulator oaths.
21.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
22.	In-house training		Town Hall had a fire drill. Town Clerk obtained on-line Certificate of Training for Office Safety.
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/10 resignations	
25.	Minutes		Processed: 0 Administrative Board; 0 Ballpark Commission; 0 Community Animal Watch; 0 Comprehensive Plan; 0 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 2 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 4 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There were 9 new voters to Town; in addition, 1 voter 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; 8 voters moved out of Town; 4 voters moved out of State; and 16 voters were removed as deceased.
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. Added 4 additional deaths from November.

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29.	Oaths		Administered oaths to various boards/committees and employees
30.	Dedimus Justice		Administered 2 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).