

## **Town Clerk's Office Report—December+ 2016**

	<i><b>Item</b></i>	<i><b>Status</b></i>	<i><b>Comments</b></i>
1	Dog Licenses	Registered 300 dogs.	Updated ACO each month on current dog registrations. 2017 registrations began October 15 <sup>th</sup> .
2.	Hunting & Fishing Licenses	Sold 15	
3.	Birth Certificates	Sold 8	Sold 5 additional
4.	Death Certificates	Sold 5	Sold 14 additional
5.	Marriage Certificates	Sold 5	Sold 1 additional
6.	Marriage Licenses	Sold 2	
7.	Disposition Permits / Burial Permits	Sold 2	
8.	Horse Permits	Sold 3	Permits started October 1 <sup>st</sup> , 2016. Send weekly updates to Scarborough as permits are sold. Permits will end March 31 <sup>st</sup> , 2017 for the season.
9.	Parking Permits	Sold residential permit. 0	Parking Permits for 2016 season started being sold as of 2/3/16, and ended Labor Day.
10.	Special Event Permits	1	Processed 0 Wedding Permit applications and 0 bonfire permits.
11.	Notary Public Service	19	Processed 19
12.	Freedom of Access Act	1	Processed 1 request for information.
13.	Virtual Town Hall		Updated website.
14.	Miscellaneous		Town Clerk met with department heads on 12/1/16 to discuss potential ordinance.
15.	DBA's	Recorded 0	
16.	Vital Records		Processed 0 vital records to be sent to the State of Maine for filing of originals.
17.	Board/Committee/Town Council agendas		Processed 6
18.	Public Hearings		Processed 1
19.	Bids		Processed 0 (placed on website)

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20.	Elections		Finished various paperwork needed for the November 8 <sup>th</sup> , 2016 election. Was informed by the State that there will be a referendum election in June—Legislature to determine date.
21.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
22.	In-house training		Continue in-house training on a daily basis.
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 17 appointments/0 resignations	Processed re-appointments to various boards/committees.
25.	Minutes		Processed: 0 Administrative Board; 1 Ballpark Commission; 0 Community Animal Watch; 0 Comprehensive Plan; 0 Conservation Commission; 0 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; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There were 1 new voters to Town from out-of-state; 3 new voters from other municipalities in Maine; in addition, 3 voters changed their address within the Town; 3 voters had a name change; 2 voters changed their party; 0 voters were moved from inactive to active; 14 voters moved out of Town; 12 were cancelled, moved within State but didn't register in another Town; 3 voters moved out of State; 0 cancelled by SOS; 5 voters were removed as deceased; 0 voters moved to inactive.
27.	Pole Permits		Processed 1
28.	Deaths		Researched EDRS and Vital Records database and entered deaths in Access database and filed in books.
29.	Oaths		Administered oaths to various boards/committees and employees

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30.	Dedimus Justice		Administered 2 oaths for notary positions
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).