

Town Clerk's Office Report—February 2014

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs 41	Updated ACO Will Watson each month on current dog registrations. 2014 registrations started October 15 th , 2013
2.	Hunting & Fishing Licenses	Sold 9	
3.	Birth Certificates	Sold 11	Sold 1 additional
4.	Death Certificates	Sold 3	Sold 16 additional
5.	Marriage Certificates	Sold 6	Sold 3 additional
6.	Marriage Licenses	Sold 5	
7.	Disposition Permits / Burial Permits	Sold 2	
8.	Horse Permits	Sold 0	Send weekly reports to Scarborough.
9.	Parking Permits	Sold 3	Parking Permits started 2/13/2014.
10.	Special Event Permits		Processed 2 permits.
11.	Notary Public Service		Processed 19
12.	Freedom of Access Act		Processed 2. Viewed Municode Webinar on FOAA database.
13.	Virtual Town Hall		Continue to work on the new website.
14.	Miscellaneous		
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 11
18.	Public Hearings		Processed 1
19.	Bids		N/A
20.	Elections		Kim, as Deputy Voter Registrar, attended Green Caucus 2/1/14. Nomination papers were due 2/24/2014. Processed

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			nomination papers for 4/8/14 election. Five candidates for the RSU #23 Board of Directors Election. 1 U.S. Senate petition.
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. Met with Town staff regarding ordinances 2/11/14.
24.	Town Council appointments/resignations	Processed 2 appointments/2 resignation	
25.	Minutes		Processed: 1 Ballpark Commission; 2 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; 0 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review.
26.	Voter Registration		Voter registration January report will be in March's report.
27.	Pole Permits		Processed 1
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 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.

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33.	Miscellaneous		Transfer calls between departments daily. File MUNIS rpts daily. Process incoming mail daily for all departments (USPS/UPS/FedEx).