

Town Clerk's Office Report—February+ 2015

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs 46	Updated ACO each month on current dog registrations. 2015 registrations began October 15 th , 2014. Processed rabies certificates received from State.
2.	Hunting & Fishing Licenses	Sold 4	
3.	Birth Certificates	Sold 11	Sold 4 additional
4.	Death Certificates	Sold 8	Sold 28 additional
5.	Marriage Certificates	Sold 4	Sold 2 additional
6.	Marriage Licenses	Sold 0	
7.	Disposition Permits / Burial Permits	Sold 4	
8.	Horse Permits	Sold 0	Permits start October 1 st , 2014. Send weekly updates to Scarborough as permits are sold.
9.	Parking Permits	Sold 1	Parking Permits for 2015 season began 2/6/15.
10.	Special Event Permits	2	Processed 1 application/1 cancellation.
11.	Notary Public Service		Processed 13
12.	Freedom of Access Act		Processed 2
13.	Virtual Town Hall		Added a subscribable list for Election information.
14.	Miscellaneous		Town Clerk on the State Committee for creating the new Electronic Marriage Registration System. Met by phone three times during February. Town Clerk attended a Laserfiche Webinar on 2/26/15. Town Clerk met with Town Manager and Finance Director reference budget on 2/19/15. Deputy Leighton assisted the Town Manager's Office all day 2/13/15 in moving the victims of the School Street fire from the Hampton Inn to other temporary housing, as well as taking them grocery shopping.
15.	DBA's	Recorded 3/removed 1	

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16.	Vital Records		Processed 1 vital records to be sent to the State of Maine for filing of originals.
17.	Board/Committee/Town Council agendas		Processed 13
18.	Public Hearings		Processed 1
19.	Bids		Processed 0
20.	Elections		
21.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
22.	In-house training		Deputy Thompson and Deputy Leighton received Ergonomics Training in the Office online 2/17/15 and Workplace Violence Training online 2/19/15.
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/0 resignations	
25.	Minutes		Processed: 0 Administrative Board; 0 Ballpark Commission; 0 Community Animal Watch; 0 Comprehensive Plan; 0 Conservation Commission; 4 Design Review Committee; 0 Finance Committee; 3 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 4 Town Council; 2 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There were 6 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; 2 voters moved out of Town; 1 voters moved out of State; 2 voters moved to inactive and 6 voters were removed as deceased.
27.	Pole Permits		Processed 0

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28.	Deaths		Researched EDRS and Vital Records database and entered 6 deaths in Access database and filed in books—State is now two months behind in entry into their system, so there may be more deaths than accounted for during the month. We added three more deaths to January, and there will probably be more.
29.	Oaths		Administered oaths to various boards/committees and employees
30.	Dedimus Justice		Administered 5 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. 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).