

Town Clerk's Office Report—February+ 2016

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs. 51	Updated ACO each month on current dog registrations. 2016 registrations began October 15 th , 2015.
2.	Hunting & Fishing Licenses	Sold 5	
3.	Birth Certificates	Sold 11	Sold 13 additional
4.	Death Certificates	Sold 8	Sold 34 additional
5.	Marriage Certificates	Sold 6	Sold 7 additional
6.	Marriage Licenses	Sold 2	
7.	Disposition Permits / Burial Permits	Sold 5	
8.	Horse Permits	Sold 7 and 2 duplicates	Permits started October 1 st , 2015. Send weekly updates to Scarborough as permits are sold.
9.	Parking Permits	Sold 15 residential permits, and 2 \$300 permits.	Parking Permits for 2016 season are being sold starting 2/3/16.
10.	Special Event Permits	0	Processed 0 Special Event Permit applications and 0 bonfire permits.
11.	Notary Public Service		Processed 19
12.	Freedom of Access Act		Processed 3 requests for information.
13.	Virtual Town Hall		Updated website.
14.	Miscellaneous		
15.	DBA's	Recorded 3	
16.	Vital Records		Processed 2 vital records to be sent to the State of Maine for filing of originals.
17.	Board/Committee/Town Council agendas		Processed 18
18.	Public Hearings		Processed 1
19.	Bids		Processed 2 (placed on website)
20.	Elections		Prepare for March Caucuses and June,

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			2016 Primary, as well as the Presidential Election November 8 th . Clerk met with Chair of Republican and Democratic Committees 2/2/16. Put together list of current ballot clerks for caucus. Calling Ballot Clerks for June Election.
21.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
22.	In-house training		
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 2 appointments/0 resignations	Processed re-appointments to various boards/committees.
25.	Minutes		Processed: 0 Administrative Board; 0 Ballpark Commission; 1 Community Animal Watch; 0 Comprehensive Plan; 0 Conservation Commission; 0 Design Review Committee; 3 Finance Committee; 0 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 2 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There were 11 new voters to Town; in addition, 3 voter changed their address within the Town; 2 voters had a name change; 17 voters changed their party; 0 voters were moved from inactive to active; 19 voters moved out of Town; 2 voters moved out of State; 0 cancelled by SOS; 8 voters were removed as deceased; 0 first-time voters (18 yoa); 3 first time voters +18; 0 voters moved to inactive; 0 rejected voters (green card not complete); Processed one Nomination Paper—George Hogan, House District #13. Deadline to change political parties to participate in the caucuses was 2/19/16.
27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered deaths in Access database and filed in books.

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29.	Oaths		Administered oaths to various boards/committees and employees
30.	Dedimus Justice		Administered 1 oaths to Notary Public
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).