

Town Clerk's Office Report—January 2014

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs 430	Updated ACO Will Watson each month on current dog registrations. 2014 registrations started October 15 th , 2013
2.	Hunting & Fishing Licenses	Sold 14	
3.	Birth Certificates	Sold 24	Sold 3 additional
4.	Death Certificates	Sold 1	Sold 2 additional
5.	Marriage Certificates	Sold 9	Sold 0 additional
6.	Marriage Licenses	Sold 1	
7.	Disposition Permits / Burial Permits	Sold 1	
8.	Horse Permits	Sold 3	Send weekly reports to Scarborough.
9.	Parking Permits		Parking Permits ended 9/3/2013.
10.	Special Event Permits		Processed 3 permits.
11.	Notary Public Service		Processed 30
12.	Freedom of Access Act		1
13.	Virtual Town Hall		Met with other staff and phone conversation with VTH 1/22/14 to discuss recommended designs for the re-design of the website.
14.	Miscellaneous		
15.	DBA's	Recorded 2	
16.	Vital Records		Processed 4 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 0
19.	Bids		N/A
20.	Elections		Kim, as Deputy Voter Registrar, attended

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			Republican Caucus 1/25/14. Nomination papers became available 1/13/14. Processed nomination papers for 4/8/14 election. Processed 263 petitions for Bear Baiting, 1 for Parental Consent for Abortions, 1 for County Commissioner, 2 for State Representative, 1 for US Senate.
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; Deputy Thompson attended Ergonomics training 1/9/14.
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. Presented Parking Permit information to the Town Council 1/21/14.
24.	Town Council appointments/resignations	Processed 5 appointments/1 resignation	
25.	Minutes		Processed: 0 Ballpark Commission; 0 Community Animal Watch; 0 Comprehensive Plan; 0 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 3 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 5 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review.
26.	Voter Registration		Voter registration January report will be in February's report.
27.	Pole Permits		N/A
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 3 oaths to Notary Publics
31.	Journal Tribune		Balanced legal ads for month

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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).