

## **Town Clerk's Office Report—January+ 2015**

	<i><b>Item</b></i>	<i><b>Status</b></i>	<i><b>Comments</b></i>
1	Dog Licenses	Registered dogs 345	Updated ACO each month on current dog registrations. 2015 registrations began October 15 <sup>th</sup> , 2014. Processed rabies certificates received from State. Called several dog owners with reminders of the January 31 <sup>st</sup> deadline before the State Late Fee.
2.	Hunting & Fishing Licenses	Sold 15	
3.	Birth Certificates	Sold 10	Sold 3 additional
4.	Death Certificates	Sold 8	Sold 27 additional
5.	Marriage Certificates	Sold 5	Sold 5 additional
6.	Marriage Licenses	Sold 4	
7.	Disposition Permits / Burial Permits	Sold 3	
8.	Horse Permits	Sold 1	Permits start October 1 <sup>st</sup> , 2014. Send weekly updates to Scarborough.
9.	Parking Permits	Sold 0	Parking Permits ended 9/1/2014.
10.	Special Event Permits		Processed 0 permits.
11.	Notary Public Service		Processed 18
12.	Freedom of Access Act		Continued to process one received in December.
13.	Virtual Town Hall		
14.	Miscellaneous		1/7/15 meeting on the Administrative Board Policy. Packed boxes, moved furniture, in anticipation of new carpeting in our office the weekend of January 17 <sup>th</sup> .
15.	DBA's	Recorded 4	
16.	Vital Records		Processed 5 vital records to be sent to the State of Maine for filing of originals.
17.	Board/Committee/Town Council agendas		Processed 13

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18.	Public Hearings		Processed 0
19.	Bids		Processed 0
20.	Elections		Processed petitions: 7 pages for "Ranked-Choice Voting". On 1/21/15, Town Clerk met with League of Women's Voters and other Clerks in Augusta at MMA regarding the petition "Ranked-Choice Voting".
21.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
22.	In-house training		Town Clerk obtained on-line Certificate for Ergonomics for the Office; Workplace Diversity; and Workplace Violence.
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 21 appointments/0 resignations	
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; 1 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There were 14 new voters to Town; in addition, 2 voters 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; 0 voters moved out of Town; 0 voters moved out of State; and 8 voters were removed as deceased.
27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered 2 deaths in Access database and filed in books—State is behind in entry into system, so there may be more deaths than accounted for

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			during the month. The State is working on a new database.
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.
33.	Miscellaneous		Transfer calls between departments daily. File MUNIS rpts daily. Process incoming mail daily for all departments (USPS/UPS/FedEx).