

Town Clerk's Office Report—July 2014

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs 23	Updated ACO each month on current dog registrations. 2014 registrations started October 15 th , 2013. Processed rabies certificates received from State.
2.	Hunting & Fishing Licenses	Sold 42	
3.	Birth Certificates	Sold 6	Sold 3 additional
4.	Death Certificates	Sold 9	Sold 32 additional
5.	Marriage Certificates	Sold 22	Sold 23 additional
6.	Marriage Licenses	Sold 18	
7.	Disposition Permits / Burial Permits	Sold 9	
8.	Horse Permits	Sold 0	Permits ended May 1 st , 2014.
9.	Parking Permits	Sold 21	Parking Permits started 2/13/2014.
10.	Special Event Permits		Processed 8 permits. Had a meeting on 7/30/14 with Dan Feeney, Jeffrey Hinderliter, Dana Kelley and Louise to discuss Special Event Permit applications.
11.	Notary Public Service		Processed 27
12.	Freedom of Access Act		Processed 1
13.	Virtual Town Hall		Continue to work on the new website. First phase complete. Now waiting to VTH to create the live page.
14.	Miscellaneous		
15.	DBA's	Recorded 3	
16.	Vital Records		Processed 18 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

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19.	Bids		Processed 0
20.	Elections		Met with Gary Curtis on 7/8/14 to discuss the use of the cafeteria for the 7/15/14 election instead of the gym; met with Pam Ouellette from RSU #23 to discuss RSU elections. Held the RSU #23 Budget Validation Referendum 7/15/14. Then entered in the participating voters into the CVR. Starting to prepare for the November Election.
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.
24.	Town Council appointments/resignations	Processed 0 appointments/0 resignations	
25.	Minutes		Processed: 0 Administrative Board; 0 Ballpark Commission; 1 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; 6 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		Registrar attended RSU #23 Regional Budget Election July 15 th . Processed 18 new registrations; 9 deceased; 6 moved out of state; 4 name change; 1 in-Town change of address; 1 enrollment change; 45 moved out of Town, but within the State; 4 rejections.
27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered 9 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.
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).