

Town Clerk's Office Report—July+ 2015

| | <i>Item</i> | <i>Status</i> | <i>Comments</i> |
|-----|--------------------------------------|------------------------------|--|
| 1 | Dog Licenses | Registered dogs. 9 | Updated ACO each month on current dog registrations. 2015 registrations began October 15 th , 2014. |
| 2. | Hunting & Fishing Licenses | Sold 38 | |
| 3. | Birth Certificates | Sold 15 | Sold 4 additional |
| 4. | Death Certificates | Sold 1 | Sold 4 additional |
| 5. | Marriage Certificates | Sold 23 | Sold 39 additional |
| 6. | Marriage Licenses | Sold 10 | |
| 7. | Disposition Permits / Burial Permits | Sold 1 | |
| 8. | Horse Permits | Sold 0 | Permits started October 1 st , 2014. Send weekly updates to Scarborough as permits are sold. Permits ended March 31 st , 2015. |
| 9. | Parking Permits | Sold residential permits. 37 | Parking Permits for 2015 season began 2/6/15. |
| 10. | Special Event Permits | 6 | Processed 4 Special Event Permit applications, and two bonfire permits. |
| 11. | Notary Public Service | 16 | Processed 16 |
| 12. | Freedom of Access Act | | Processed 1 request for information regarding accessing. |
| 13. | Virtual Town Hall | | Updated website. |
| 14. | Miscellaneous | | |
| 15. | DBA's | Recorded 0 | |
| 16. | Vital Records | | Processed 17 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 1 (placed on website) |

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| 20. | Elections | | Sent advertisement to Journal for nomination papers. Nomination papers are available August 10 th and must be returned by September 21 st , 4 p.m. |
| 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 1 appointments/1 resignations | |
| 25. | Minutes | | Processed: 0Administrative 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; 1 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee. |
| 26. | Voter Registration | | There were 24 new voters to Town; in addition,1 voter changed their address within the Town; 0 voters had a name change; 1 voter changed their party; 0 voters were moved from inactive to active; 5 voters moved out of Town; 0 voters moved out of State; 0 cancelled by SOS; 4 voters were removed as deceased. Processed two state petitions—Act to Regulate and Tax Marijuana and Act to Raise Minimum Wage. |
| 27. | Pole Permits | | Processed 0 |
| 28. | Deaths | | Researched EDRS and Vital Records database and entered 3 deaths in Access database and filed in books. |
| 29. | Oaths | | Administered oaths to various boards/committees and employees |
| 30. | Dedimus Justice | | Administered 1 oath to Notary Public |
| 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. 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). |