

Town Clerk's Office Report—March 2014

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs 26	Updated ACO each month on current dog registrations. 2014 registrations started October 15 th , 2013
2.	Hunting & Fishing Licenses	Sold 15	
3.	Birth Certificates	Sold 9	Sold 5 additional
4.	Death Certificates	Sold 4	Sold 11 additional
5.	Marriage Certificates	Sold 8	Sold 4 additional
6.	Marriage Licenses	Sold 6	
7.	Disposition Permits / Burial Permits	Sold 3	
8.	Horse Permits	Sold 2	Send weekly reports to Scarborough.
9.	Parking Permits	Sold 3	Parking Permits started 2/13/2014.
10.	Special Event Permits		Processed 14 permits. Met with dept. heads and an applicant.
11.	Notary Public Service		Processed 20
12.	Freedom of Access Act		Processed 2. Worked on new FOAA Policy.
13.	Virtual Town Hall		Continue to work on the new website.
14.	Miscellaneous		
15.	DBA's	Recorded 3	
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 20
18.	Public Hearings		Processed 0
19.	Bids		Milliken Woods RFP
20.	Elections		Put list of Democrats/Republicans on March 18 th agenda for appointment. Posted Notice of Election with sample

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			ballot. Continued to prep for April 8 th RSU #23 Election, and start preparation for State Primary and Municipal Election for June 10 th , including OOB ballot question. Voter Registrar certified petitions for the months of January thru March: 3—State Representative; 3—Representative to Congress; 4—US Senate; 8—State Senate; 4—Governor; 3—York County Commissioner; 4—Sheriff; 1—York County Registry of Deeds; 1 York County Treasurer; 2 York County District Attorney; RSU #23 candidates—David Boudreau; Peter Flaherty; Stuart Hogan; Carolyn Marcotte; Kenneth Spinney II. Processed 21 new voter registrations; 24 deceased; 40 moved out of town; 6 change of name; 26 change of address; 15 change of enrollment.
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 5 appointments/0 resignation	
25.	Minutes		Processed: 0 Ballpark Commission; 1 Community Animal Watch; 1 Comprehensive Plan; 0 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 2 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 2 Town Council; 3 Zoning Board of Appeals; 0 Board of Assessment Review; 1 Memorial Park Sub-Committee.
26.	Voter Registration		Voter registration January report will be in March's report.
27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered 11 deaths in Access database and filed in books—State is behind in entry into system, so there may

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			be more deaths than accounted for during the month.
29.	Oaths		Administered oaths to various boards/committees and employees
30.	Dedimus Justice		Administered 4 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).