

Town Clerk's Office Report—March+ 2015

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs 17	Updated ACO each month on current dog registrations. 2015 registrations began October 15 th , 2014. Processed rabies certificates received from State.
2.	Hunting & Fishing Licenses	Sold 19	
3.	Birth Certificates	Sold 16	Sold 4 additional
4.	Death Certificates	Sold 8	Sold 28 additional
5.	Marriage Certificates	Sold 6	Sold 2 additional
6.	Marriage Licenses	Sold 2	
7.	Disposition Permits / Burial Permits	Sold 3	
8.	Horse Permits	Sold 1	Permits started October 1 st , 2014. Send weekly updates to Scarborough as permits are sold. Permits end March 31 st , 2015.
9.	Parking Permits	Sold 11/Town donated a \$300 permit to Saco Bay Rotary for Auction.	Parking Permits for 2015 season began 2/6/15.
10.	Special Event Permits	10	Processed 10 applications.
11.	Notary Public Service		Processed 21
12.	Freedom of Access Act		Processed 2 and continued processing 1.
13.	Virtual Town Hall		Updated website.
14.	Miscellaneous		Town Clerk on the State Committee for creating the new Electronic Marriage Registration System. Met by phone two times during March. Deputy Leighton attended Title 30-A training in Augusta on March 9 th and Freedom of Access training in Augusta on March 24 th . On March 26 th , the Town Clerk met with Town Hall Streams, the Ballpark Operations Manager and Jason Webber reference the possibility of streaming events at the Ballpark.
15.	DBA's	Recorded 1	

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16.	Vital Records		Processed 3 vital records to be sent to the State of Maine for filing of originals.
17.	Board/Committee/Town Council agendas		Processed 12
18.	Public Hearings		Processed 0
19.	Bids		Processed 0
20.	Elections		Worked on proposed ballot question for June 9 th , 2015 Election. Supplied initial information to ES&S and State of Maine.
21.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
22.	In-house training		Deputy Leighton received on-line training for Sexual Harassment and Office Safety on March 31 st .
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: 0 Administrative Board; 0 Ballpark Commission; 0 Community Animal Watch; 2 Comprehensive Plan; 1 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 0 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 4 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There were 2 new voters to Town; in addition, 1 voter 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; 9 voters moved out of Town; 4 voters moved out of State; 1 voter moved to inactive and 6 voters were removed as deceased for March, and 6 additional for February.

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27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered 7 deaths in Access database and filed in books.
29.	Oaths		Administered oaths to various boards/committees and employees
30.	Dedimus Justice		Administered 1 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. 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).