

Town Clerk's Office Report—March+ 2016

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs. 31	Two replacements. Updated ACO each month on current dog registrations. 2016 registrations began October 15 th , 2015.
2.	Hunting & Fishing Licenses	Sold 21	
3.	Birth Certificates	Sold 6	Sold 0 additional
4.	Death Certificates	Sold 7	Sold 12 additional
5.	Marriage Certificates	Sold 7	Sold 20 additional
6.	Marriage Licenses	Sold 9	
7.	Disposition Permits / Burial Permits	Sold 3	
8.	Horse Permits	Sold 2	Permits started October 1 st , 2015. Send weekly updates to Scarborough as permits are sold. Permits end March 31 st , for the season.
9.	Parking Permits	Sold residential permits. 19	Parking Permits for 2016 season started being sold as of 2/3/16.
10.	Special Event Permits	10	Processed 0 Wedding Permit applications and 0 bonfire permits.
11.	Notary Public Service	26	Processed 26
12.	Freedom of Access Act		Processed 1 request for information.
13.	Virtual Town Hall		Updated website.
14.	Miscellaneous		Town Clerk attended a Drone Workshop with CEO Feeney on 3/17/16.
15.	DBA's	Recorded 2	1 March, 1 additional for February.
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 11
18.	Public Hearings		Processed 0
19.	Bids		Processed 0 (placed on website)

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20.	Elections		Printed alpha voting list for Caucuses. Deputy John Leighton and Town Clerk Kim McLaughlin attended the Republican Caucus at the Biddeford Middle School on March 5 th , and the Democrat Caucus at the Loranger Middle school on March 6 th . Had a staff meeting with Wardens, and Deputy Town Clerks on March 21st, starting to prepare for both the June 14 th Primary/RSU #23 Budget Validation Referendum, and the November 8 th Presidential Election.
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/0 resignations	Processed re-appointments to various boards/committees.
25.	Minutes		Processed: 1 Administrative Board; 1 Ballpark Commission; 2 Community Animal Watch; 0 Comprehensive Plan; 0 Conservation Commission; 5 Design Review Committee; 3 Finance Committee; 12 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 3 Town Council; 2 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There were 21 new voters to Town; in addition, 2 voters changed their address within the Town; 2 voters had a name change; 91 voters changed their party; 0 voters were moved from inactive to active; 45 voters moved out of Town; 9 voters moved out of State; 3 cancelled by SOS; 8 voters were removed as deceased; 0 first-time voters (18 yoa); 4 first time voters +18; 0 voters moved to inactive; 0 rejected voters (green card not complete); Processed seven Nomination Papers—Michael Coleman, State House District #13; William Gombar, State Senate District #31; Mark Holbrook, Congressional District #1; Carol Lovejoy, York County Register of Probate; Allen

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			Sicard, York County Register of Probate; Chellie Pingree, Congressional District #1; Barry Hobbins, State Senate District #31.
27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered 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 Public
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).