

Town Clerk's Office Report—November 2013

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs 42	Updated ACO Will Watson each month on current dog registrations. 2014 registrations started October 15 th , 2013
2.	Hunting & Fishing Licenses	Sold 14	
3.	Birth Certificates	Sold 8	Sold 1 additional
4.	Death Certificates	Sold 6	Sold 15 additional
5.	Marriage Certificates	Sold 3	Sold 3 additional
6.	Marriage Licenses	Sold 2	
7.	Disposition Permits / Burial Permits	Sold 1	
8.	Horse Permits	Sold 7	Send weekly reports to Scarborough.
9.	Parking Permits		Parking Permits ended 9/3/2013.
10.	Special Event Permits		Processed 2 permits. Held meetings on three permits on 11/6/13.
11.	Notary Public Service		Processed 19
12.	Freedom of Access Act		N/A
13.	Virtual Town Hall		Work with VTH on website re-design.
14.	Miscellaneous		
15.	DBA's	Recorded 1	
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 14
18.	Public Hearings		Processed 0
19.	Bids		1 (Eastern Trail)
20.	Elections		Election Day was 11/5/13. After Election, processed ballot clerk time sheets, Inaugural paperwork, unsealed the Incoming Voting List and entered in

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
			voters that voted in the election into the state database (CVR), per State Law. Entered in election results into CVR. Attended Inaugural Ceremony 11/18/13.
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. Sent e-mails to all committee members whose terms expire 12/31/13, with follow-up e-mails.
24.	Town Council appointments/resignations	Processed 1 appointments/0 resignation	
25.	Minutes		Processed: 2 Ballpark Commission; 1 Community Animal Watch; 0 Comprehensive Plan; 1 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 1 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 2 Town Council; 2 Zoning Board of Appeals; 0 Board of Assessment Review.
26.	Voter Registration		Voter Registrar, Beth Gilman, processed 3 in-person registrations, 5 deceased voters, 68 moved out of Town, 0 change of name, 3 change of address in Town, and 0 enrollment changes. Checked obituaries daily for deceased registered voters. Processed petitions for Fair Bear Hunting.
27.	Pole Permits		N/A
28.	Deaths		Researched EDRS and Vital Records database and entered 5 deaths in Access database and filed in books—State is behind in entry into system, so there may be more deaths than accounted for during the month.
29.	Oaths		Administered oaths to various boards/committees and employees
30.	Dedimus Justice		Administered 1 oaths to Notary Publics

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
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).