

Town Clerk's Office Report—November+ 2014

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs 61	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 7	
3.	Birth Certificates	Sold 4	Sold 2 additional
4.	Death Certificates	Sold 2	Sold 20 additional
5.	Marriage Certificates	Sold 4	Sold 2 additional
6.	Marriage Licenses	Sold 1	
7.	Disposition Permits / Burial Permits	Sold 3	
8.	Horse Permits	Sold 8	Permits start October 1 st , 2014. Send weekly updates to Scarborough.
9.	Parking Permits	Sold 0	Parking Permits will ended 9/1/2014.
10.	Special Event Permits		Processed 4 permits. Department heads spoke with Eric from REV3 via telephone conference on 11/12/14. Department Heads met with the Bike Coalition of Maine on 11/21/14.
11.	Notary Public Service		Processed 14
12.	Freedom of Access Act		Processed 2
13.	Virtual Town Hall		New web page is now active. Town Clerk sub-page is also now active.
14.	Miscellaneous		Sent e-mails to Committee members whose terms expire 12/31/14 on 11/17/14.
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 6
18.	Public Hearings		Processed 1 (Planning Board)

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19.	Bids		Processed 0
20.	Elections		Processed 1,186 accepted absentee ballots on Monday, Nov. 3 rd ; processed 105 accepted absentee ballots on Tuesday, Nov. 4 th ; a total of 4,325 voters participated in the election. After the election, processed the paperwork for the Secretary of State and the Town Council for Certifying and Canvassing the results of the election.
21.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
22.	In-house training		Town Clerk, Kim McLaughlin, and Deputy Town Clerk John Leighton attended Town Hall Evacuation Training 11/7/14.
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 0 appointments/1 resignations	
25.	Minutes		Processed: 1 Administrative Board; 3 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; 2 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There were 226 new voters to Town; in addition, 57 voters changed their address within the Town; 10 voters had a name change; 24 voters changed their party; 2 voters were moved from inactive to active; 180 voters moved out of Town; 0 voters moved out of State; and 4 voters were removed as deceased.
27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered 9 deaths in Access database and filed in books—State is

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			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 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).