

Town Clerk's Office Report—November+ 2015

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered 108 dogs.	Updated ACO each month on current dog registrations. 2016 registrations began October 15 th , 2015. Met with a Animal Welfare Committee member on 11/17/15 regarding service dogs.
2.	Hunting & Fishing Licenses	Sold 10	
3.	Birth Certificates	Sold 4	Sold 1 additional
4.	Death Certificates	Sold 5	Sold 35 additional
5.	Marriage Certificates	Sold 6	Sold 8 additional
6.	Marriage Licenses	Sold 2	
7.	Disposition Permits / Burial Permits	Sold 4	
8.	Horse Permits	Sold 7	Permits started October 1 st , 2015. Send weekly updates to Scarborough as permits are sold.
9.	Parking Permits	Sold residential permits. 0	Parking Permits for 2015 season began 2/6/15 and ended Labor Day, 09/07/15.
10.	Special Event Permits	1	Processed 1 Special Event Permit applications, and 0 bonfire permits.
11.	Notary Public Service		Processed 13
12.	Freedom of Access Act		Processed 2 requests for information.
13.	Virtual Town Hall		Updated website.
14.	Miscellaneous		
15.	DBA's	Recorded 1	
16.	Vital Records		Processed 6 vital records to be sent to the State of Maine for filing of originals.
17.	Board/Committee/Town Council agendas		Processed 15
18.	Public Hearings		Processed 0
19.	Bids		Processed 0 (placed on website)

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20.	Elections		Processed absentee ballots on Monday, 11/02/15; Election Day was Tuesday, 11/3/15. There were 1419 residents and one overseas voter that voted at this Election. There were two seats on the Town Council (successful candidates were Jay Kelley and Joseph Thornton); two seats on the RSU #23 Board of Directors (successful candidates were David Boudreau and Stuart Hogan); and a referendum question regarding the Waste Water Treatment Plant, passing 1000 to 317.
21.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
22.	In-house training		In-house election training for Deputies.
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/2 resignations	
25.	Minutes		Processed: 0 Administrative Board; 1 Ballpark Commission; 1 Community Animal Watch; 0 Comprehensive Plan; 0 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 2 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 5 Town Council; 4 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There were 49 new voters to Town; in addition, 13 voters changed their address within the Town; 2 voters had a name change; 37 voters changed their party; 0 voters were moved from inactive to active; 35 voters moved out of Town; 4 voters moved out of State; 0 cancelled by SOS; 8 voters were removed as deceased; 10 first-time voters (18 yoa); 20 first time voters +18; 3 voters moved to inactive; 22 rejected voters (green card not complete); Processed five petitions, "Act to Legalize Marijuana, "Act to Raise the Minimum Wage", "Act to Regulate and Tax Marijuana", "Act to require Background Checks for Gun sales", and

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			an "Act to Establish the Fund to Advance Public Kindergarten to Grade 12 Education".
27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered 9 deaths in Access database and filed in books.
29.	Oaths		Administered oaths to various boards/committees and employees
30.	Dedimus Justice		Administered 2 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).