

Town Clerk's Office Report—October 2013

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered 73 dogs/Transferred one	Updated ACO Will Watson each month on current dog registrations. 2014 registrations started October 15 th , 2013
2.	Hunting & Fishing Licenses	Sold 16	
3.	Birth Certificates	Sold 9	Sold 2 additional
4.	Death Certificates	Sold 3	Sold 10 additional
5.	Marriage Certificates	Sold 10	Sold 12 additional
6.	Marriage Licenses	Sold 6	
7.	Disposition Permits / Burial Permits	Sold 1	
8.	Horse Permits	Sold 2	Sold beginning 10/15/2013. Send weekly reports to Scarborough.
9.	Parking Permits		Parking Permits ended 9/3/2013.
10.	Special Event Permits		Processed 3 permits. Held meetings on two permits.
11.	Notary Public Service		Processed 30
12.	Freedom of Access Act		N/A
13.	Virtual Town Hall		Work with VTH on website re-design.
14.	Miscellaneous		Woofstock held Sunday, 10/13/2013--24 dogs and 4 cats received rabies shots; OOB Town Clerk's Office signed up 19 dogs for 2014 dog licenses. Beth and Kim attended the MMA Convention, and attended the MTCCA Annual Meeting, 10/03/13.
15.	DBA's	Recorded 3	
16.	Vital Records		Processed 12 vital records to be sent to the State of Maine for filing of originals.
17.	Board/Committee/Town Council agendas		Processed 13
18.	Public Hearings		Processed 2

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19.	Bids		N/A
20.	Elections		Continued to prepare for November 5 th , 2013 Election, including contacting ballot clerks; working with new ballot and voting machine vendor ES&S; setting up non-profit tables for Election Day and petitioners; processed absentee ballot requests and returns; tested Accessible Voting System at high school on 10/17/13; faxed information to the Secretary of State's Office; went to the Pines on 10/8/13 to accept applications; created manual and trained ballot clerks on 10/17/13.
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; fire extinguisher training was held for employees on 10/10/13; Voter Registrar, Beth Gilman, attended MTCCA Title 21-A and Voter Registration training on 10/15/13 and 10/16/13.
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.
24.	Town Council appointments/resignations	Processed 3 appointments/1 resignation	
25.	Minutes		Processed: 0 Ballpark Commission; 3 Community Animal Watch; 0 Comprehensive Plan; 1 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 2 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 5 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review.
26.	Voter Registration		Voter Registrar, Beth Gilman, processed 25 in-person registrations, 6 deceased voters, 30 moved out of Town, 2 change of name, 10 change of address in Town, and 2 enrollment changes. Checked obituaries daily for deceased registered voters.
27.	Pole Permits		N/A

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28.	Deaths		Researched EDRS and Vital Records database and entered 6 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 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).