

Town Clerk's Office Report—October+ 2014

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs 116	Updated ACO each month on current dog registrations. 2015 registrations began October 15 th , 2014. Processed rabies certificates received from State. E-mailed 2015 reminder to dog owners 10/15/14.
2.	Hunting & Fishing Licenses	Sold 26	
3.	Birth Certificates	Sold 10	Sold 3 additional
4.	Death Certificates	Sold 9	Sold 42 additional
5.	Marriage Certificates	Sold 10	Sold 7 additional
6.	Marriage Licenses	Sold 4	
7.	Disposition Permits / Burial Permits	Sold 3	
8.	Horse Permits	Sold 2	Permits start October 1 st , 2014. Send weekly updates to Scarborough.
9.	Parking Permits	Sold 0	Parking Permits will ended 9/1/2014. Attended the Town Council Workshop 10/8/14 to discuss parking permits.
10.	Special Event Permits		Processed 3 permits. Attended the Town Council Workshop 10/8/14 to discuss Special Event Permits.
11.	Notary Public Service		Processed 18
12.	Freedom of Access Act		Processed 1
13.	Virtual Town Hall		New web page is now active. Town Clerk sub-page is also now active.
14.	Miscellaneous		Town Clerk, Kim McLaughlin, attended the MMA Convention 10/1/14 and 10/2/14. Deputy John Leighton attended 10/1/14.
15.	DBA's	Recorded 0	
16.	Vital Records		Processed 7 vital records to be sent to the State of Maine for filing of originals.
17.	Board/Committee/Town Council		Processed 11

	Item	Status	Comments
	agendas		
18.	Public Hearings		Processed 1
19.	Bids		Processed 0
20.	Elections		Tested the AVS at the high school on 10/14/14, and confirmed testing. Went to the Pines on 10/16/14 reference absentee voting. Held meeting with Police/PWD/HS Staff at high school on 10/20/14 to discuss election. Held ballot clerk training class on 10/23/14.
21.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
22.	In-house training		Deputy Leighton attended on-line EDRS training 10/30/14 thru DHHS.
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; 0 Ballpark Commission; 1 Community Animal Watch; 0 Comprehensive Plan; 1 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 0 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 138 new voters to Town; in addition, 34 voters changed their address within the Town; 1 changed their UOCAVA status; 8 voters had a name change; 1 voter was re-activated at the same address; 5 voters changed their party; 6 voters moved out of Town; 2 voters moved out of State; and 7 voters were removed as deceased. Voter Registration Office stayed open until 7 p.m. on 10/18/14.
27.	Pole Permits		Processed 0

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28.	Deaths		Researched EDRS and Vital Records database and entered 9 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 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).