

Town Clerk's Office Report—October+ 2015

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs. 99	Updated ACO each month on current dog registrations. 2016 registrations began October 15 th , 2015.
2.	Hunting & Fishing Licenses	Sold 11	
3.	Birth Certificates	Sold 3	Sold 2 additional
4.	Death Certificates	Sold 8	Sold 23 additional
5.	Marriage Certificates	Sold 9	Sold 11 additional
6.	Marriage Licenses	Sold 7	
7.	Disposition Permits / Burial Permits	Sold 4	
8.	Horse Permits	Sold 13	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	3	Processed 3 Special Event Permit applications, and 0 bonfire permits. Town Clerk met with other department heads regarding the REV3 Special event Permit, 10/19/2015.
11.	Notary Public Service		Processed 14
12.	Freedom of Access Act		Processed 0 request for information regarding accessing.
13.	Virtual Town Hall		Updated website.
14.	Miscellaneous		Town Clerk met with other department heads and developers regarding Homewood Park build-out on 10/16/15.
15.	DBA's	Recorded 2	
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 15
18.	Public Hearings		Processed 1

	Item	Status	Comments
19.	Bids		Processed 0 (placed on website)
20.	Elections		Town Clerk met with residents at the Pines reference absentee ballot applications 10/14/15; Tested AVS at High School with Deputies LoPresti and Leighton on 10/20/15; Created 2015 Elections Training manual for training ballot clerks on 10/22/15; Printed IVL on 10/30/15. Received 250 requests for absentee ballots and received and accepted 198 absentee ballots for October. Continue to prepare for November 3 rd , 2015 election.
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/0 resignations	
25.	Minutes		Processed: 0 Administrative Board; 1 Ballpark Commission; 0 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; 2 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There were 28 new voters to Town; in addition, 6 voters changed their address within the Town; 0 voters had a name change; 10 voters changed their party; 0 voters were moved from inactive to active; 9 voters moved out of Town; 1 voter moved out of State; 0 cancelled by SOS; 8 voters were removed as deceased; 11 first-time voters (18 yoa).
27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered 9 deaths in Access

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
			database and filed in books.
29.	Oaths		Administered oaths to various boards/committees and employees
30.	Dedimus Justice		Administered 3 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).