

Town Clerk's Office Report—December + 2022

| | <i>Item</i> | <i>Status</i> | <i>Comments</i> |
|-----|--------------------------------------|---|--|
| 1 | Dog Licenses | Registered 295 dogs, 0 replacement 1 service dogs | 2023 registrations began October 15 th . We have registered 742 dogs starting 10/15/2022 for 2023, as well as 5 service dogs and 0 replacement tags. |
| 2. | Hunting & Fishing Licenses | Sold 19 | Including 0 Saltwater Fishing Registry |
| 3. | Birth Certificates | Sold 6 | Sold 0 additional |
| 4. | Death Certificates | Sold 10 | Sold 62 additional |
| 5. | Marriage Certificates | Sold 11 | Sold 10 additional |
| 6. | Marriage Licenses | Sold 6 | |
| 7. | Disposition Permits / Burial Permits | Sold 4 | |
| 8. | Horse Permits | Sold 3 | Permits started October 1 st and end March 31 st , 2023. |
| 9. | Parking Permits | Sold 0 | Parking Permits started May 1 st and went through September 30 th . Sold 0 resident \$50 permits; 0 resident \$75 permits; 0 non-resident \$150 permits; 0 non-resident \$300 permits; 0 \$50 temporary permits. |
| 10. | Special Event Permits | 0 and 0 amendments | Processed 0 Wedding Permit applications and 0 bonfire permits. |
| 11. | Notary Public Service | 16 | Processed 16 |
| 12. | Freedom of Access Act | 0 | Processed 0 request(s) for information. |
| 13. | Virtual Town Hall | | Updated website. |
| 14. | Miscellaneous | | 12/13/2022 Zoom mtg with Passport Parking. |
| 15. | DBA's | Recorded 0 | Recorded 0 and 0 amendment |
| 16. | Vital Records | | Vital Records are processed through the State's website as they occur. |
| 17. | Board/Committee/Town Council agendas | | Processed 6 |
| 18. | Public Hearings | | Processed 0 |

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| 19. | Bids | | Processed 0 (placed on website) |
| 20. | Elections | | Entering in voter participation history for those that voted in the November election. |
| 21. | Deaths | | List of deaths supplied to Assessor's Office middle of the month. |
| 22. | In-house training | | Continue in-house training on a daily basis. |
| 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. Scan in annual reports and place on website. |
| 24. | Town Council appointments/resignations | Processed 1 appointments/0 resignations | Processed re-appointments to various boards/committees. |
| 25. | Minutes | | Processed: 0 Administrative Board; 0 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; 0 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee. |
| 26. | Voter Registration | | There were 7 new voters to Town from out-of-state or eligible to vote; 2 new voters from other municipalities in Maine; in addition, 4 voters changed their address within the Town; 0 voters had a name change; 0 voters changed their party; 1 voter was moved from inactive to active; 6 voters moved out of Town; 0 were cancelled, moved within State but didn't register in another Town; 0 voters moved out of State; 0 cancelled by SOS for being inactive for two general elections; 0 voters were removed as deceased; 0 voters moved to inactive; 0 voters moved out of town and then moved back and re-registered in OOB; 0 voters requested to be removed from the voting list; 0 requested to be returned to the voting list after having been asked to be removed; 0 voters moved back from UOCAVA; 0 voters moved to UOCAVA (out of country or |

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| | | | military). 1 voter added/removed their P.O. Box. Processed 101 pages for An Act Regarding Automotive Right to Repair; 39 pages An Act to Enact the Paid Family and Medical Leave Insurance Act. |
| 27. | Pole Permits | | Processed 0 |
| 28. | Deaths | | Researched EDRS and Vital Records database and entered deaths in Access database and filed in books. |
| 29. | Oaths | | Administered oaths to various boards/committees and employees |
| 30. | Dedimus Justice | | Administered 2 oaths for a Notary; 0 for other State Boards. |
| 31. | Courier/Portland Press Herald | | 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. |