

Town Clerk's Office Report—January + 2022

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered 371 dogs, 0 replacement 0 service dogs	2022 registrations began October 15 th . We have registered 1122 dogs starting 10/15/2021 for 2022, as well as 2 service dogs and 3 replacement tags.
2.	Hunting & Fishing Licenses	Sold 7	Including 0 Saltwater Fishing Registry
3.	Birth Certificates	Sold 7	Sold 3 additional
4.	Death Certificates	Sold 9	Sold 61 additional
5.	Marriage Certificates	Sold 7	Sold 3 additional
6.	Marriage Licenses	Sold 5	
7.	Disposition Permits / Burial Permits	Sold 6	
8.	Horse Permits	Sold 0	Permits started on October 1 st , 2021 and go until March 31 st , 2022.
9.	Parking Permits	Sold 0	Parking Permits ended Indigenous Peoples Day (October 11 th). Sold 0 resident \$50 permits; 0 resident \$75 permits; 0 non-resident \$150 permit; 0 non-resident \$300 permit.
10.	Special Event Permits	1 and 1 amendments	Processed 0 Wedding Permit applications and 0 bonfire permits.
11.	Notary Public Service	31	Processed 31
12.	Freedom of Access Act	1	Processed 1 request(s) for information.
13.	Virtual Town Hall		Updated website.
14.	Miscellaneous		1/5/22, 1/11/22, 1/20/22, 1/25/22, ZOOM with Passport Inc for new digital parking permit process; 1/6/22, ZOOM training on Legislative Hearings from MMA; 1/11/22, met with Kofile reference our preservation of our minutes books; 1/11/22, ZOOM training for Liquor Licenses with Liquor Enforcement; 1/18/22 and 1/31/22 meeting on creation of new website/branding, 1/24/22 met with Town Manager regarding Memorial Day Parade; 1/26/22, Special Event Permit meeting with Department Heads.
15.	DBA's	Recorded 1	Recorded 1 and 0 amendment

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16.	Vital Records		Vital Records are now processed through the State's website as they occur.
17.	Board/Committee/Town Council agendas		Processed 9
18.	Public Hearings		Processed 1
19.	Bids		Processed 0 (placed on website)
20.	Elections		Next Election is the Primary, June 14 th , 2022. The Office stayed open until 5 p.m. on 1/21/22 to accept petitions. Received notice from Secretary of State's Office that the re-districting has changed our State Legislative District from 13 to 131. Everything else remains the same.
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 3 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; 1 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 3 new voters to Town from out-of-state or eligible to vote; 0 new voters from other municipalities in Maine; in addition, 3 voters changed their address within the Town; 1 voter had a name change; 1 voter changed their party; 0 voters were moved from inactive to active; 7 voters moved out of

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			Town; 9 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; 20 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 military). Processed Nomination Papers for Edwin Thelander, candidate for Representative to Congress, one page; Justin Chenette, candidate for County Commissioner, District 3, one page; Paul LePage, candidate for Governor, three pages; Citizen Petition, An Act to Create the Pine Tree Power Company, a Nonprofit, Customer-owned Utility, 19 pages; Citizen Petition, An Act to Require Voter Approval of Certain Borrowing by Government-controlled Entities and Utilities and to Provide Voters More Information Regarding that Borrowing, 3 pages.
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 1 oath 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. Process incoming mail daily for all departments (USPS/UPS/FedEx).