

**Town Clerk's Office Report—October + 2022**

|     | <i>Item</i>                          | <i>Status</i>   | <i>Comments</i>  |
|-----|--------------------------------------|---|--|
| 1   | Dog Licenses                         | Registered 215 dogs,<br>0 replacement<br>2 service dogs | 2023 registrations began October 15 <sup>th</sup> . We have registered 215 dogs starting 10/15/2022 for 2023, as well as 2 service dogs and 0 replacement tags.  |
| 2.  | Hunting & Fishing Licenses           | Sold 6  | Including 0 Saltwater Fishing Registry   |
| 3.  | Birth Certificates                   | Sold 7  | Sold 4 additional  |
| 4.  | Death Certificates                   | Sold 6  | Sold 36 additional   |
| 5.  | Marriage Certificates                | Sold 10   | Sold 12 additional   |
| 6.  | Marriage Licenses                    | Sold 6  |  |
| 7.  | Disposition Permits / Burial Permits | Sold 2  |  |
| 8.  | Horse Permits                        | Sold 3  | Permits started October 1 <sup>st</sup> and end March 31 <sup>st</sup> , 2023.   |
| 9.  | Parking Permits                      | Sold 0  | Parking Permits started May 1 <sup>st</sup> and went through September 30 <sup>th</sup> . 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                | 2 and 0 amendments                                      | Processed 0 Wedding Permit applications and 0 bonfire permits.   |
| 11. | Notary Public Service                | 27  | Processed 27   |
| 12. | Freedom of Access Act                | 0   | Processed 0 request(s) for information.  |
| 13. | Virtual Town Hall                    |   | Updated website.   |
| 14. | Miscellaneous                        |   | 10/13/2022 Department Head Meeting on parking the past summer.   |
| 15. | DBA's                                | Recorded 2  | Recorded 2 and 0 amendment   |
| 16. | Vital Records                        |   | Vital Records are now processed through the State's website as they occur.   |
| 17. | Board/Committee/Town Council agendas |   | Processed 7  |
| 18. | Public Hearings                      |   | Processed 1  |

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| 19. | Bids                                   |   | Processed o (placed on website)  |
| 20. | Elections                              |   | Preparing for November election. 10/3/2022 ZOOM training from the Secretary of State's Office on Election Security; 10/04/2022 on-site visit for security; 10/24/2022 teach Ballot Clerk election class; 10/26/2022 teach a second Ballot Clerk election class; 10/29/2022 open from 8-4 for absentee voting and voter registration.   |
| 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 o appointments/o resignations | Processed re-appointments to various boards/committees.  |
| 25. | Minutes                                |   | Processed: o Administrative Board; o Ballpark Commission; o Community Animal Watch; o Comprehensive Plan; o Conservation Commission; o Design Review Committee; o Finance Committee; o Planning Board; o Recreation Committee; o Recycling Committee; o Town Council; o Zoning Board of Appeals; o Board of Assessment Review; o Memorial Park Sub-Committee.  |
| 26. | Voter Registration                     |   | There were 68 new voters to Town from out-of-state or eligible to vote; 107 new voters from other municipalities in Maine; in addition, 28 voters changed their address within the Town; 3 voters had a name change; 11 voters changed their party; 5 voters were moved from inactive to active; 71 voters moved out of Town; 4 were cancelled, moved within State but didn't register in another Town; 1 voter moved out of State; o cancelled by SOS for being inactive for two general elections; 10 voters were removed as deceased; o voters moved to inactive; 2 voters moved out of town and then moved back and re-registered in |

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|     |                               |               | 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; 1 voter moved back from UOCAVA; 1 voter moved to UOCAVA (out of country or military). Processed 78 pages, Act to Prohibit Campaign Spending by Foreign Governments and Promote an Anticorruption Amendment to the United States Constitution petition; 35 pages, Act to Create the Pine Tree Power Company petition; 8 pages Act to Require Voter Approval of Certain Borrowing by Government controlled Entities and Utilities and to Provide Voters more Information Regarding that Borrowing; 2 pages An Act to Enact the Paid Family and Medical Leave Insurance Act; Processed 2 pages Clean Elections for candidate for State Representative, Lori Gramlich. |
| 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.  |