

**Town Clerk's Office Report—July + 2023**

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered 14 dogs, 0 transfer tag, 1 replacement 1 service dogs	2023 registrations began October 15 <sup>th</sup> . We have registered 1,162 dogs starting 10/15/2022 for 2023, as well as 7 service dogs and 4 replacement tags, 1 transfer tag.
2.	Hunting & Fishing Licenses	Sold 21	Including 11 Saltwater Fishing Registry
3.	Birth Certificates	Sold 12	Sold 24 additional
4.	Death Certificates	Sold 6	Sold 38 additional
5.	Marriage Certificates	Sold 12	Sold 11 additional
6.	Marriage Licenses	Sold 8	
7.	Disposition Permits / Burial Permits	Sold 2	
8.	Horse Permits	Sold 0	Permits started October 1 <sup>st</sup> and ended March 31 <sup>st</sup> , 2023.
9.	Parking Permits	Sold 105	Parking Permits start May 1 <sup>st</sup> and go through September 30 <sup>th</sup> . Sold 8 resident \$50 permits; 13 resident \$75 permits; 3 non-resident \$150 permits; 0 non-resident \$300 permits; 81 \$50 temporary permits.
10.	Special Event Permits	7 and 0 amendments	Processed 0 Wedding Permit applications and 0 bonfire permits.
11.	Notary Public Service	13	Processed 13
12.	Freedom of Access Act	0	Processed 0 request(s) for information.
13.	Virtual Town Hall		Working with staff on new website.
14.	Miscellaneous		Issued 1 Qualified Catering Organization Application for Catered Function. On July 18 <sup>th</sup> , 19 <sup>th</sup> and 20 <sup>th</sup> , Town Clerk received onsite training on the new version of Laserfiche.
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		Processed 5

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	agendas		
18.	Public Hearings		Processed 1
19.	Bids		Processed 0 and 0 addendum (placed on website)
20.	Elections		Preparing for the November 7 <sup>th</sup> 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 2 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	Voters now have the option of registering to vote, changing their name or address at the Bureau of Motor Vehicles. We check the database daily for new/change of registrations.	There were 11 new voters to Town from out-of-state or eligible to vote; 5 new voters from other municipalities in Maine; in addition, 2 voters changed their address within the Town; 0 voters had a name change; 26 voters changed their party; 0 voters were moved from inactive to active; 4 voters moved out of Town; 3 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 voter moved out of town and then moved back and re-registered in OOB; 0 voters requested to be removed

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			from the voting list; o requested to be returned to the voting list after having been asked to be removed; o voters moved back from UOCAVA; o voters moved to UOCAVA (out of country or military). o voters added/removed their P.O. Box. Processed o petitions.
27.	Pole Permits		Processed 1
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; o for other State Boards or Maine organizations.
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.