

## Town Clerk's Office Report—December+ 2023

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered 322 dogs, 0 transfer tag, 0 replacement 1 service dogs	2024 registrations began October 15 <sup>th</sup> . We have registered 706 dogs starting 10/15/2023 for 2024, as well as 5 service dogs and 0 replacement tags, 0 transfer tag.
2.	Hunting & Fishing Licenses	Sold 14	Including 0 Saltwater Fishing Registry
3.	Birth Certificates	Sold 4	Sold 0 additional
4.	Death Certificates	Sold 9	Sold 44 additional
5.	Marriage Certificates	Sold 10	Sold 23 additional
6.	Marriage Licenses	Sold 5	
7.	Disposition Permits / Burial Permits	Sold 4	
8.	Horse Permits	Sold 0	Permits started October 1 <sup>st</sup> and end March 31 <sup>st</sup> , 2024.
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	0 and 0 amendments	Processed 0 Wedding Permit applications and 0 bonfire permits.
11.	Notary Public Service	13	Processed 13
12.	Freedom of Access Act	2	Processed 2 request(s) for information.
13.	Virtual Town Hall		Working with staff on new website.
14.	Miscellaneous		Town Clerk mentors did a ZOOM meeting with Clerks, 12/14/2023.
15.	DBA's	Recorded 1	Recorded 1 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 8
18.	Public Hearings		Processed 1

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19.	Bids		Processed o and o addendum (placed on website)
20.	Elections		Entered Voter Participation History for November Election; Starting to prepare for March 5 <sup>th</sup> , 2024 Presidential Primary.
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; 3 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	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 3 new voters to Town from out-of-state or eligible to vote; 6 new voters from other municipalities in Maine; in addition, 4 voters changed their address within the Town; 1 voter had a name change; 12 voters changed their party; 1 voter was moved from inactive to active; 6 voters moved out of Town; o were cancelled, moved within State but didn't register in another Town; o voters moved out of State; o cancelled by SOS for being inactive for two general elections; 5 voters were removed as deceased; o voters moved to inactive; o voter moved out of town and then moved back and re-registered in OOB; o voters requested to be removed 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

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			moved to UOCAVA (out of country or military). o voters added/removed their P.O. Box. o E-911 address changes; Processed o petitions.
27.	Pole Permits		Processed o
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.