

## **Town Clerk's Office Report—January+ 2025**

	<i><b>Item</b></i>	<i><b>Status</b></i>	<i><b>Comments</b></i>
1	Dog Licenses	Registered 367 dogs, 0 transfer tags, 1 replacement, 1 service dog	2025 registrations began October 15 <sup>th</sup> . We have registered 1,015 starting 10/15/2024 for 2025, as well as 7 service dogs and 1 replacement tag, 1 transfer tag.
2.	Hunting & Fishing Licenses	Sold 13	Including 3 Saltwater Fishing Registry
3.	Birth Certificates	Sold 13	Sold 10 additional
4.	Death Certificates	Sold 18	Sold 73 additional
5.	Marriage Certificates	Sold 8	Sold 7 additional
6.	Marriage Licenses	Sold 5	
7.	Disposition Permits / Burial Permits	Sold 5	
8.	Horse Permits	Sold 0	Permits started October 1 <sup>st</sup> and end March 31 <sup>st</sup> , 2025.
9.	Parking Permits	Sold 0	01/15/25 meeting with staff on parking permits. Parking Permits started May 1 <sup>st</sup> and ended Labor Day. 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	1	Processed 1
12.	Freedom of Access Act	4	Processed 4 request(s) for information.
13.	Virtual Town Hall		
14.	Miscellaneous		01/06/2025 Interview candidates for Deputy Town Clerk; 01/14 and 1/21/2025 ZOOM on new State Dog Licensing Program; 01/22/2025 meeting with Code Enforcement Officer on Liquor Licenses.
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		Processed 9

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	agendas		
18.	Public Hearings		Processed 1
19.	Bids		Processed 0 and 0 addendum (placed on website)
20.	Elections		Finished entering voter participation history for 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 6 appointments/o resignations	Processed re-appointments to various boards/committees.
25.	Minutes		Processed: 0 Administrative Board; 0 Ballpark Commission; 0 Board of Assessment Review; 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. New for January 2024 is the ongoing absentee ballot process.	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, 1 voter changed their address within the Town; 2 voters had a name change; 2 voters changed their party; 6 voters were moved from inactive to active; 1 voter 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; 15 voters were removed as deceased; 0 voters moved to inactive; 0 voters moved out of town and then moved back and re-registered in

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		Voters can also now register to vote or make changes online, and we check that daily, as well.	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 or changed status (out of country or military). 0 voter added/removed their P.O. Box; 0 E-911 address changes. We processed 49 pages of the Petition, An Act to Protect Maine Communities by Enacting the Extreme Risk Protection Order Act. Stayed open until 5 p.m. on 1/13/2025 for possible petitions to be turned in.
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 3 oaths for a Notary; 0 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.