Town Clerk's Office Report July + 2025

	Item	Status	Comments
1	Dog Licenses	Registered 14 dogs, 0 transfer tags, 0 replacements, 0 service dogs, 0 dangerous dog registrations	2025 registrations began October 15th. We have registered 1,118 starting 10/15/2024 for 2025, as well as 9 service dogs and 2 replacement tags, 1 transfer tag, 4 dangerous dogs.
2.	Hunting & Fishing Licenses	Sold 25	Including 9 Saltwater Fishing Registry
3.	Birth Certificates	Sold 8	Sold 3 additional
4.	Death Certificates	Sold 12	Sold 41 additional
5.	Marriage Certificates	Sold 22	Sold 28 additional
6.	Marriage Licenses	Sold 11	
7.	Disposition Permits / Burial Permits	Sold 3	
8.	Horse Permits	Sold 0	Permits started October 1st and ended March 31st, 2025.
9.	Parking Permits	Sold 0	Parking Permit season begins the Monday before Memorial Day and ends Labor Day. Sold 17 resident $50 permits; 16 resident $75 permits; 11 non-resident $150 permits; 1 non-resident $300 permits; 46 $100 temporary permits; 0 $1,000 non-resident permits.
10.	Special Event Permits	0 and 0 amendments	Processed 0 Wedding Permit applications and 0 bonfire permits.
11.	Notary Public Service	14	Processed 14
12.	Freedom of Access Act	8	Processed 8 request(s) for information.
13.	Virtual Town Hall		
14.	Miscellaneous		July 9th Clerk and Deputies attended Vital Records ZOOM training.
15.	DBA's	Recorded 1	Recorded 1 and 0 amendments
16.	Vital Records		Vital Records are processed through the State's website as they occur.
17.	Board/Committee/Town Council agendas		Processed 5

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18.	Public Hearings		Processed 0
19.	Bids		Processed 0 and 0 addendum (placed on website)
20.	Elections		July 28th nomination papers opened for two seats on the Town Council and one seat on the RSU #23 Board of Directors. Nomination Papers due back by September 5th, 2025. Continuing to prepare for the November 4th 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 1 appointments/0 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; 1 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 1 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	There were 9 new voters to Town from out-of-state or eligible to vote; 10 new voters from other municipalities in Maine; in addition, 4 voters changed their address within the Town; 4 voters had a name change; 3 voters changed their party; 0 voters were moved from inactive to active; 6 voters moved out of Town; 5 were cancelled, moved within State but didn't register in another Town; 1 voter moved out of State; 0 cancelled by SOS for being inactive for two general elections; 7 voters were removed as deceased; 0 voters moved to inactive; 0 voters moved out of town and

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		ballot process. Voters can also now register to vote or make changes online, and we check that daily, as well.	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 or changed status (out of country or military). 0 voters added/removed their P.O. Box; 0 E-911 address changes.
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; 4 for other State Boards or Maine organizations.
31.	Portland Press Herald		The Courier paper had their last paper in March. Going forward, all advertising will be in the Portland Press Herald only.
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.
34.	Qualified Catering Permit		Processed 1