

## Town Clerk's Office Report January + 2026

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered 256 dogs, 0 transfer tags, 1 replacements, 1 service dog, 0 dangerous dog registrations	2026 registrations began October 15 <sup>th</sup> . We have registered 862 starting 10/15/2025 for 2026, as well as 6 service dogs and 3 replacement tags, 0 transfer tag, 0 dangerous dogs.
2.	Hunting & Fishing Licenses	Sold 10	Including 2 Saltwater Fishing Registry
3.	Birth Certificates	Sold 10	Sold 6 additional
4.	Death Certificates	Sold 9	Sold 40 additional
5.	Marriage Certificates	Sold 10	Sold 25 additional
6.	Marriage Licenses	Sold 1	
7.	Disposition Permits / Burial Permits	Sold 2	
8.	Horse Permits	Sold 0	Permits started October 1 <sup>st</sup> and end March 31 <sup>st</sup> , 2026.
9.	Parking Permits	Sold 0	Parking Permit season begins the Monday before Memorial Day and ends Labor Day. Sold 0 resident \$50 permits; 0 resident \$75 permits; 0 non-resident \$150 permits; 0 non-resident \$300 permits; 0 \$100 temporary permits; 0 \$1,000 non-resident permits. January 28 <sup>th</sup> , Clerks Office had ZOOM with Passport to set up for summer season.
10.	Special Event Permits	0 and 0 amendments	Processed 0 Wedding Permit applications and 0 bonfire permits.
11.	Notary Public Service	5	Processed 5
12.	Freedom of Access Act	10	Processed 10 request(s) for information; January 22 <sup>nd</sup> , NextRequest FOAA software training for Clerks Office.
13.	Virtual Town Hall		
14.	Miscellaneous		
15.	DBA's	Recorded 3	Recorded 3 and 0 amendments
16.	Vital Records		Vital Records are processed through the State's website as they occur.

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17.	Board/Committee/Town Council agendas		Processed 4
18.	Public Hearings		Processed 0
19.	Bids		Processed 0 and 0 addendum (placed on website)
20.	Elections		Preparing for the June 9 <sup>th</sup> 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 18 appointments/0 resignations	Processed re-appointments by the Town Council to various boards/committees/staff.
25.	Minutes		Processed: 0 Administrative Board; 0 Ballpark Commission; 0 Board of Assessment Review; 0 Community Animal Watch; 0 Comprehensive Plan; 3 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	There were 12 new voters to Town from out-of-state or eligible to vote; 6 new voters from other municipalities in Maine; in addition, 6 voters changed their address within the Town; 3 voters had a name change; 4 voters changed their party; 0 voters were moved from inactive to active; 2 voters moved out of Town; 1 was cancelled, moved within State but didn't register in another Town; 7 voters moved out of State; 0 cancelled by SOS for being inactive for two general elections; 19 voters was removed as deceased; 0 voters moved to inactive; 0

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		ballot process. Voters can also now register to vote or make changes online, and we check that daily, as well.	<p>voters moved out of town and 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; 1 voter moved back from UOCAVA or changed status (out of country or military). 1 voter added/removed their P.O. Box; 0 E-911 address changes. We processed 54 pages of the petition, An Act to Designate School Sports and Facilities by Sex.</p> <p>We did the following pages of Nomination Papers; 1 page for Justin Chenette, County Commissioner; 1 page for William King, Sheriff; 2 pages for James Libby, Governor; 2 pages for Janet Mills, Governor; 1 page for Chellie Pingree, Representative to Congress; 2 pages for Ronald Russell, Representative to Congress; 5 pages for Nirav Shah, Governor; and 5 pages for Robert Wessels, Governor.</p> <p>The Town Clerk's Office stayed open until 5 p.m. on Friday, January 23<sup>rd</sup>, as mandated by State Law, related to the receipt of petitions.</p>
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 4 oaths for a Notary; 0 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 0