

Town Clerk's Office Report September + 2025

| | <i>Item</i> | <i>Status</i> | <i>Comments</i> |
|-----|--------------------------------------|---|--|
| 1 | Dog Licenses | Registered 0 dogs, 0 transfer tags, 0 replacements, 0 service dogs, 0 dangerous dog registrations | 2025 registrations end October 15 th . We have registered 1,127 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 4 | Including 3 Saltwater Fishing Registry |
| 3. | Birth Certificates | Sold 10 | Sold 2 additional |
| 4. | Death Certificates | Sold 9 | Sold 42 additional |
| 5. | Marriage Certificates | Sold 15 | Sold 20 additional |
| 6. | Marriage Licenses | Sold 8 | |
| 7. | Disposition Permits / Burial Permits | Sold 4 | |
| 8. | Horse Permits | Sold 0 | Permits start October 1 st and end March 31 st , 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. |
| 10. | Special Event Permits | 1 and 0 amendments | Processed 0 Wedding Permit applications and 0 bonfire permits. |
| 11. | Notary Public Service | 11 | Processed 11 |
| 12. | Freedom of Access Act | 6 | Processed 6 request(s) for information. |
| 13. | Virtual Town Hall | | |
| 14. | Miscellaneous | | September 10 th Town Clerk and Deputy Clerk Charlene LoPresti attended the Maine Town and City Clerk's Association annual meeting. Congratulations to Charlene for being selected as the Deputy Clerk of the Year; September 16 th Deputy Clerk LoPresti attended mandatory FEMA training at the police department; on the evening of September 18 th the Town Clerk and Deputy Clerk Charlene LoPresti attended the York County Town and City Clerk's Association meeting; |

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| | | | September 24 th , the Town Clerk and Deputy Clerk Joanne Viducic attended mandatory FEMA training at the police department; On Saturday, September 27 th , the Town had a FallFest in Memorial Park, and the Town Clerk and Deputies Charlene LoPresti and Joanne Viducic had a table, being available to register people to vote or answer questions. |
| 15. | DBA's | Recorded 0 | Recorded 0 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 7 |
| 18. | Public Hearings | | Processed 2 |
| 19. | Bids | | Processed 0 and 0 addendum (placed on website) |
| 20. | Elections | | Continuing to prepare for the November 3 rd Election. The deadline for Nomination Papers was September 4 th . |
| 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 5 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; 0 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 1 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 4 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park |

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| | | | 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. Voters can also now register to vote or make changes online, and we check that daily, as well. | There were 13 new voters to Town from out-of-state or eligible to vote; 17 new voters from other municipalities in Maine; in addition, 15 voters changed their address within the Town; 1 voter had a name change; 138 voters changed their party; 0 voters were moved from inactive to active; 12 voters moved out of Town; 2 were cancelled, moved within State but didn't register in another Town; 2 voters moved out of State; 0 cancelled by SOS for being inactive for two general elections; 12 voters were removed as deceased; 0 voters moved to inactive; 0 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; 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; 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 3 |