

## Town Clerk's Office Report March + 2026

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered 37 dogs, 0 transfer tags, 0 replacements, 0 service dogs, 0 dangerous dog registrations, 1 Police K-9	2026 registrations began October 15 <sup>th</sup> . We have registered 932 starting 10/15/2025 for 2026, as well as 6 service dogs and 3 replacement tags, 0 transfer tag, 0 dangerous dogs. The state registered a total of 77 dogs online, as well, for this season.
2.	Hunting & Fishing Licenses	Sold 13	Including 5 Saltwater Fishing Registry
3.	Birth Certificates	Sold 18	Sold 13 additional
4.	Death Certificates	Sold 15	Sold 61 additional
5.	Marriage Certificates	Sold 17	Sold 12 additional
6.	Marriage Licenses	Sold 2	
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 17 resident \$50 permits; 38 resident \$75 permits; 2 non-resident \$150 permits; 3 non-resident \$300 permits; 0 \$100 temporary permits; 0 \$1,000 non-resident permits. New Senior parking permit this season for \$40. Sold 27.
10.	Special Event Permits	1 and 0 amendments	Processed 0 Wedding Permit applications and 0 bonfire permits.
11.	Notary Public Service	29	Processed 29
12.	Freedom of Access Act	3	Processed 3 request(s) for information. Deputies LoPresti and Viducic attended ZOOM FOAA training on March 3 <sup>rd</sup> ; Town Clerk's Office met with NextRequest FOAA software via zoom on March 23 <sup>rd</sup> .
13.	Virtual Town Hall		
14.	Miscellaneous		Prepare maps for scanning; seven applicants paid for their Community Garden plot for 2026 and the waiting list was updated.

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
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 12
18.	Public Hearings		Processed 0
19.	Bids		Processed 0 and 0 addendum (placed on website)
20.	Elections		Continuing to prepare for the June 9 <sup>th</sup> Primary and RSU #23 Budget Validation Referendum. Town Clerk McLaughlin attended a ZOOM refresher on ES&S (tabulating voting machines). Stayed open until 5 p.m. on March 16 <sup>th</sup> for petition filers.
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 0 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; 1 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	The State of Maine changed over to a new CVR (voter registration database). The details page will be part of Phase 2,

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
		<p>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. Starting in 2026 anyone can now request an ongoing absentee ballot, not just voters 65 and over or disabled.</p>	<p>so we do not have access to that at this point. We processed the following pages of Nomination Papers; 2 pages Donna Bailey, State Senator and one Clean Elections; 2 pages Shenna Bellows, Governor; 3 pages Kenneth Blow, Representative to Legislature; 1 page Jonathan Bush, Governor; 2 pages Susan Collins, US Senator; 1 page David Costello, US Senator; 1 page Troy Jackson, Governor; 1 page Angus King III, Governor; 1 page Derek Levasseur, Governor;; 1 page Garrett Mason, Governor; 1 page Owen McCarthy, Governor; 6 pages Benjamin Midgley, Governor; 4 pages Bobby Mills, York County Treasurer; 3 pages Janet Mills, US Senator; 1 page Brian Pelletier, York County Sheriff; 1 page Joshua Pietrowicz, Rep to Congress; 1 page Garrett Plummer, State Senator; 1 page Tiffany Roberts, US Rep to Congress; and 2 pages of Clean Elections James Libby, Governor.</p> <p>March 23<sup>rd</sup> through March 27<sup>th</sup> Town Clerk's Office attended zoom training on new CVR database.</p>
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; 0 for other State Boards or Maine organizations.
31.	Portland Press Herald		Reconciling monthly legal ads.
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 o