

## **Town Clerk's Office Report—January+ 2016**

	<i><b>Item</b></i>	<i><b>Status</b></i>	<i><b>Comments</b></i>
1	Dog Licenses	Registered dogs. 346	Updated ACO each month on current dog registrations. 2016 registrations began October 15 <sup>th</sup> , 2015. Called Dog owners and ACO Watson placed sign in front of Town Hall with reminder on dog licenses.
2.	Hunting & Fishing Licenses	Sold 23	
3.	Birth Certificates	Sold 13	Sold 6 additional
4.	Death Certificates	Sold 3	Sold 9 additional
5.	Marriage Certificates	Sold 6	Sold 10 additional
6.	Marriage Licenses	Sold 2	
7.	Disposition Permits / Burial Permits	Sold 1	
8.	Horse Permits	Sold 23	Permits started October 1 <sup>st</sup> , 2015. Send weekly updates to Scarborough as permits are sold.
9.	Parking Permits	Sold residential permits. 0	Parking Permits for 2015 season began 2/6/15 and ended Labor Day, 09/07/15.
10.	Special Event Permits	3	Processed 3 Special Event Permit applications, including preparing the Memorial Day Parade Permit, and 0 bonfire permits.
11.	Notary Public Service		Processed 29
12.	Freedom of Access Act		Processed 2 requests for information.
13.	Virtual Town Hall		Updated website.
14.	Miscellaneous		2/8/16 had e-fax training from Coastal Telephone.
15.	DBA's	Recorded 1	
16.	Vital Records		Processed 3 vital records to be sent to the State of Maine for filing of originals.
17.	Board/Committee/Town Council agendas		Processed 15
18.	Public Hearings		Processed 0

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19.	Bids		Processed 1 (placed on website)
20.	Elections		Starting to prepare for March Caucuses and June, 2016 Primary, as well as the Presidential Election November 8 <sup>th</sup> .
21.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
22.	In-house training		
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.
24.	Town Council appointments/resignations	Processed 23 appointments/0 resignations	Processed re-appointments to various boards/committees.
25.	Minutes		Processed: 0 Administrative Board; 0 Ballpark Commission; 1 Community Animal Watch; 0 Comprehensive Plan; 0 Conservation Commission; 3 Design Review Committee; 0 Finance Committee; 2 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 2 Town Council; 1 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There were 6 new voters to Town; in addition, 5 voter changed their address within the Town; 1 voters had a name change; 26 voters changed their party; 0 voters were moved from inactive to active; 5 voters moved out of Town; 1 voters moved out of State; 0 cancelled by SOS; 5 voters were removed as deceased; 1 first-time voters (18 yoa); 8 first time voters +18; 0 voters moved to inactive; 0 rejected voters (green card not complete); Party changes by SOS Office are pending at this time, per SOS Office; Processed five petitions, "An Act to Legalize Marijuana" (479 pages), "An Act to Raise the Minimum Wage" (145 pages), "An Act to Require Background Checks for Gun Sales" (367 pages), "An Act to Establish The Fund to Advance Public Kindergarten to Grade 12 Education" (380 pages).; "An Act to Allow Slot Machines or a Casino in York County" (493 pages); "An Act to Lower

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			Individual Income Tax by 4%" (151 pages). Town Clerk's Office stayed open until 5 p.m. on January 22 <sup>nd</sup> as mandated by State Law, to accept petitions.
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 to Notary Public
31.	Journal Tribune		Balanced legal ads for month
32.	Births		Researched EBRS and entered births into Access Database and filed in books. State is two months behind in entering birth data into the State Report.
33.	Miscellaneous		Transfer calls between departments daily. File MUNIS rpts daily. Process incoming mail daily for all departments (USPS/UPS/FedEx).