

## **Town Clerk's Office Report—June 2014**

	<i><b>Item</b></i>	<i><b>Status</b></i>	<i><b>Comments</b></i>
1	Dog Licenses	Registered 11 dog and one tag replacement	Updated ACO each month on current dog registrations. 2014 registrations started October 15 <sup>th</sup> , 2013
2.	Hunting & Fishing Licenses	Sold 53	
3.	Birth Certificates	Sold 5	Sold 6 additional
4.	Death Certificates	Sold 8	Sold 43 additional
5.	Marriage Certificates	Sold 13	Sold 14 additional
6.	Marriage Licenses	Sold 9	
7.	Disposition Permits / Burial Permits	Sold 3	
8.	Horse Permits	Sold 0	Permits ended May 1 <sup>st</sup> , 2014.
9.	Parking Permits	Sold 115	Parking Permits started 2/13/2014.
10.	Special Event Permits		Processed 2 permits.
11.	Notary Public Service		Processed 18
12.	Freedom of Access Act		Processed 1
13.	Virtual Town Hall		Continue to work on the new website. First phase complete. Now waiting to VTH to create the live page.
14.	Miscellaneous		Swore in reserve officers at the Police Dept June 13 <sup>th</sup> . Town Clerk attended a two-day Excel Class. Processed and attended two Board of Assessment Review meetings.
15.	DBA's	Recorded 2	
16.	Vital Records		Processed 6 vital records to be sent to the State of Maine for filing of originals.
17.	Board/Committee/Town Council agendas		Processed 13
18.	Public Hearings		Processed 1

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19.	Bids		Processed 0
20.	Elections		Tested the voting machines, and held the June 10 <sup>th</sup> Primary, Municipal and RSU #23 Election.
21.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
22.	In-house training		EDRS/EBRS is constantly updating and in-house training continues.
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 2 appointments/5 resignations	
25.	Minutes		Processed: 3 Administrative Board; 0 Ballpark Commission; 1 Community Animal Watch; 0 Comprehensive Plan; 1 Conservation Commission; 2 Design Review Committee; 0 Finance Committee; 4 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 9 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		Registrar attended RSU #23 Regional Budget Meeting June 30 <sup>th</sup> . Processed 17 new registrations; 34 deceased; 8 moved out of state; 0 name change; 13 in-Town change of address; 15 enrollment change; 1 petition proposing a Constitution amendment.
27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered 10 deaths in Access database and filed in books—State is behind in entry into system, so there may be more deaths than accounted for during the month.
29.	Oaths		Administered oaths to various boards/committees and employees
30.	Dedimus Justice		Administered 3 oaths to Notary Publics

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31.	Journal Tribune		Balanced legal ads for month
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. Process incoming mail daily for all departments (USPS/UPS/FedEx).