

Town Clerk's Office Report—May 2014

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs 21	Updated ACO each month on current dog registrations. 2014 registrations started October 15 th , 2013
2.	Hunting & Fishing Licenses	Sold 58	
3.	Birth Certificates	Sold 14	Sold 4 additional
4.	Death Certificates	Sold 8	Sold 8 additional
5.	Marriage Certificates	Sold 11	Sold 9 additional
6.	Marriage Licenses	Sold 9	
7.	Disposition Permits / Burial Permits	Sold 0	
8.	Horse Permits	Sold 0	Permits ended May 1 st , 2014.
9.	Parking Permits	Sold 150	Parking Permits started 2/13/2014.
10.	Special Event Permits		Processed 8 permits.
11.	Notary Public Service		Processed 34
12.	Freedom of Access Act		Processed 0
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		Attended the MMA Technology Conference in Portland May 1 st . Instructor for the Reserve Officers regarding Town Ordinances May 12 th Swore in reserve officers at the Police Dept May 23 rd . Continue to work on the Memorial Day Parade, and coordinated Parade on May 26 th .
15.	DBA's	Recorded 1	
16.	Vital Records		Processed 8 vital records to be sent to the State of Maine for filing of originals.
17.	Board/Committee/Town Council agendas		Processed 22

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
18.	Public Hearings		Processed 1
19.	Bids		Processed 0
20.	Elections		Conducted audio proofing of Accessible Voting System ballot for the June 10 th election on May 6 th . Then conducted test on system at high school on May 20 th . Absentee ballots became available for the June 10 th election on May 12 th . Continue to prepare for June 10 th 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 0 appointments/0 resignation	
25.	Minutes		Processed: 0 Ballpark Commission; 1 Community Animal Watch; 0 Comprehensive Plan; 1 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 1 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 11 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 May 14 th . Processed 8 new registrations; 5 deceased; 10 moved out of town; 0 name change; 37 in-Town change of address; 2 enrollment change; 1 petition to Require Agency Rulemaking; 2 petitions Lee Schulthers, Governor; 3 petitions Elliot Cutler, Governor.
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.

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
29.	Oaths		Administered oaths to various boards/committees and employees
30.	Dedimus Justice		Administered 3 oaths to Notary Publics
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).