

Town Clerk's Office Report—May+ 2015

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs. 17	Updated ACO each month on current dog registrations. 2015 registrations began October 15 th , 2014. Processed rabies certificates received from State.
2.	Hunting & Fishing Licenses	Sold 52	
3.	Birth Certificates	Sold 10	Sold 0 additional
4.	Death Certificates	Sold 6	Sold 17 additional
5.	Marriage Certificates	Sold 9	Sold 6 additional
6.	Marriage Licenses	Sold 12	
7.	Disposition Permits / Burial Permits	Sold 2	
8.	Horse Permits	Sold 0	Permits started October 1 st , 2014. Send weekly updates to Scarborough as permits are sold. Permits ended March 31 st , 2015.
9.	Parking Permits	Sold 141 residential permits, 3 non-resident and 1 overnight permit.	Parking Permits for 2015 season began 2/6/15.
10.	Special Event Permits	6	Processed 6 applications.
11.	Notary Public Service		Processed 27
12.	Freedom of Access Act		Processed 3
13.	Virtual Town Hall		Updated website.
14.	Miscellaneous		Town Clerk instructed new Police Reserves at the PD on May 18 th , 2015.
15.	DBA's	Recorded 4	
16.	Vital Records		Processed 2 vital records to be sent to the State of Maine for filing of originals.
17.	Board/Committee/Town Council agendas		Processed 14
18.	Public Hearings		Processed 1

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19.	Bids		Processed 0
20.	Elections		On May 1 st , the Fire Department hung the Election banner on Saco Avenue. May 13 th Town Clerk and Deputy Leighton attended the RSU #23 Regional Budget Meeting. Post warrants and continue to prepare for June 9 th Election.
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 1 appointments/0 resignations	
25.	Minutes		Processed: 2 Administrative Board; 0 Ballpark Commission; 0 Community Animal Watch; 0 Comprehensive Plan; 0 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 0 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 8 Town Council; 0 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 voters changed their address within the Town; 0 voters had a name change; 0 voters changed their party; 0 voters were moved from inactive to active; 3 voters moved out of Town; 3 voters moved out of State; 167 voters purged by the Secretary of State for failure to vote within a four-year cycle (2 Federal General Elections) and 4 voters were removed as deceased.
27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered 10 deaths in Access database and filed in books.
29.	Oaths		Administered oaths to various boards/committees and employees

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30.	Dedimus Justice		Administered 1 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. 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).