

Town Clerk's Office Report—May+ 2016

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered dogs. 27	Updated ACO each month on current dog registrations. 2016 registrations began October 15 th , 2015.
2.	Hunting & Fishing Licenses	Sold 35	
3.	Birth Certificates	Sold 6	Sold 3 additional
4.	Death Certificates	Sold 1	Sold 3 additional
5.	Marriage Certificates	Sold 20	Sold 18 additional
6.	Marriage Licenses	Sold 14	
7.	Disposition Permits / Burial Permits	Sold 1	
8.	Horse Permits	Sold 0	Permits started October 1 st , 2015. Send weekly updates to Scarborough as permits are sold. Permits ended March 31 st , for the season.
9.	Parking Permits	Sold residential permits. 151	Also, three non-resident, and one overnight. Parking Permits for 2016 season started being sold as of 2/3/16.
10.	Special Event Permits	7	Processed 0 Wedding Permit applications and 0 bonfire permits.
11.	Notary Public Service	24	Processed 24
12.	Freedom of Access Act		Processed 2 requests for information.
13.	Virtual Town Hall		Updated website.
14.	Miscellaneous		Town Clerk taught new police reserves Town Ordinances May 16 th .
15.	DBA's	Recorded 6	
16.	Vital Records		Processed 9 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 2
19.	Bids		Processed 0 (placed on website)

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20.	Elections		Worked on RSU #23 Budget Validation Referendum, and State Primary, preparing absentee ballots, location, etc. Absentee voting began May 16 th . RSU #23 Regional Budget Meeting was Tuesday, May 17 th . The Town Clerk and Deputy Clerk attended.
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.
24.	Town Council appointments/resignations	Processed 0 appointments/0 resignations	Processed re-appointments to various boards/committees.
25.	Minutes		Processed: 0 Administrative Board; 0 Ballpark Commission; 0 Community Animal Watch; 0 Comprehensive Plan; 1 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 0 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		There were 44 new voters to Town; in addition, 12 voters changed their address within the Town; 0 voters had a name change; 12 voters changed their party; 0 voters were moved from inactive to active; 34 voters moved out of Town; 4 voter moved out of State; 0 cancelled by SOS; 13 voters were removed as deceased; 0 voters moved to inactive; 0 rejected voters (green card not complete); Processed one Nomination Paper—Bernard Broder, Judge of Probate.
27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered deaths in Access database and filed in books.

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29.	Oaths		Administered oaths to various boards/committees and employees
30.	Dedimus Justice		Administered 2 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).