

Town Clerk's Office Report—September 2013

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered 3 dogs	Updated ACO Will Watson each month on current dog registrations. 2014 registrations available October 15 th , 2013
2.	Hunting & Fishing Licenses	Sold 12	
3.	Birth Certificates	Sold 9	Sold 5 additional
4.	Death Certificates	Sold 1	Sold 7 additional
5.	Marriage Certificates	Sold 19	Sold 16 additional
6.	Marriage Licenses	Sold 4	
7.	Disposition Permits / Burial Permits	Sold 1	
8.	Horse Permits		Sold beginning 10/15/2013
9.	Parking Permits		Parking Permits ended 9/3/2013. Did year end report.
10.	Special Event Permits		Processed 9 permits
11.	Notary Public Service		Processed 13
12.	Freedom of Access Act		Work on FOAA requests
13.	Virtual Town Hall		training for employees 9/11/13
14.	Miscellaneous		Working on rabies clinic for Woolstock, 10/13/13.
15.	DBA's		
16.	Vital Records		Process 21 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 1

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19.	Bids	1	Assisted Conservation Commission in receiving bids and present at the bid opening for the Eastern Trail.
20.	Elections		Nomination papers were due 9/23/13 and processed. Continuing to prepare for November 5 th , 2013 Election, including contacting ballot clerks; working with new ballot and voting machine vendor ES&S (sent usb's back to vendor, ordering ballots); setting up non-profit tables for Election Day; sending letters to the political parties; processed absentee ballot requests, set up AVS ballot (fax machine). Faxed information to the Secretary of State's Office; researched information for Charter questions and worked with Town Attorney on wording for the 9/10/13 agenda.
21.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
22.	In-house training		Department continues to train on use of EDRS (Electronic Death Registration System) and EBRS (Electronic Birth Registration System). EBRS came on-line from the State on 8/1/13.
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.
24.	Town Council appointments/resignations		
25.	Minutes		Process: 0 Ballpark Commission; 1 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; 3 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review.
26.	Voter Registration		Voter Registrar, Beth Gilman, processed 8 in-person registrations, 5 deceased voters, 25 moved out of Town, 5 change of name, 8 change of address in Town, processed 5 petitions. Check obituaries daily for deceased registered voters.
27.	Pole Permits		
28.	Deaths		Entered 6 deaths in Access database

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29.	Oaths		Administered oaths to various boards/committees
30.	Dedimus Justice		Administered 2 oaths to Notary Publics
31.	Journal Tribune		Balanced legal ads for month
32.	Miscellaneous		Transfer calls between departments daily. File MUNIS rpts daily. Process incoming mail daily for all departments (USPS/UPS/FedEx).