

## **Town Clerk's Office Report—September+ 2015**

	<i><b>Item</b></i>	<i><b>Status</b></i>	<i><b>Comments</b></i>
1	Dog Licenses	Registered dogs. 5	Updated ACO each month on current dog registrations. 2015 registrations began October 15 <sup>th</sup> , 2014.
2.	Hunting & Fishing Licenses	Sold 9	
3.	Birth Certificates	Sold 9	Sold 0 additional
4.	Death Certificates	Sold 4	Sold 9 additional
5.	Marriage Certificates	Sold 15	Sold 16 additional
6.	Marriage Licenses	Sold 14	
7.	Disposition Permits / Burial Permits	Sold 4	
8.	Horse Permits	Sold 0	Permits will start October 1 <sup>st</sup> , 2015. Send weekly updates to Scarborough as permits are sold. 2014-2015 permits ended March 31 <sup>st</sup> , 2015.
9.	Parking Permits	Sold residential permits. 0	Parking Permits for 2015 season began 2/6/15 and ended Labor Day, 09/07/15.
10.	Special Event Permits	1	Processed 1 Special Event Permit applications, and 0 bonfire permits. Town Clerk met with other department heads regarding the Maine Bike Coalition Special event Permit, 09/01/2015.
11.	Notary Public Service		Processed 27
12.	Freedom of Access Act		Processed 1 request for information regarding accessing.
13.	Virtual Town Hall		Updated website.
14.	Miscellaneous		Town Clerk met with other department heads regarding summer issues 09/14/15. Town Clerk attended meeting at Duffy's regarding Chamber of Commerce's new website design. Town Clerk Swore in Police Officers at Police Deptment 09/24/15.
15.	DBA's	Recorded 1	
16.	Vital Records		Processed 19 vital records to be sent to the State of Maine for filing of originals.

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17.	Board/Committee/Town Council agendas		Processed 9
18.	Public Hearings		Processed 4
19.	Bids		Processed 0 (placed on website)
20.	Elections		Nomination paper deadline September 21 <sup>st</sup> . Prepared ballot and worked with ES&S. Posted sample ballots and Notice of Election Warrant, in Town Hall on 09/30/2015. Continue to prepare for November 3 <sup>rd</sup> , 2015 election.
21.	Deaths		List of deaths supplied to Assessor's Office middle of the month.
22.	In-house training		Town Clerk and Deputy Thompson attended CPR training at the Fire Department on 09/28/2015. Town Clerk and Deputy Leighton attended Annual Networking Day/Meeting for MTCCA on 09/10/2015; same attended Secretary of State's Conference on 09/23-24/2015.
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: 0 Administrative Board; 2 Ballpark Commission; 1 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; 4 Town Council; 2 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee.
26.	Voter Registration		There were 19 new voters to Town; in addition, 6 voters changed their address within the Town; 0 voters had a name change; 9 voters changed their party; 0 voters were moved from inactive to active; 10 voters moved out of Town; 2

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			voters moved out of State; 0 cancelled by SOS; 7 voters were removed as deceased; 1 first-time voter (18 yoa).
27.	Pole Permits		Processed 0
28.	Deaths		Researched EDRS and Vital Records database and entered 7 deaths in Access database and filed in books.
29.	Oaths		Administered oaths to various boards/committees and employees
30.	Dedimus Justice		Administered 5 oath 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).