

Town Clerk's Office Report—July+ 2024

| | <i>Item</i> | <i>Status</i> | <i>Comments</i> |
|-----|--------------------------------------|--|---|
| 1 | Dog Licenses | Registered 13 dogs, 0 transfer tags, 1 replacement, 0 service dogs | 2024 registrations began October 15 th . We have registered 1,143 dogs starting 10/15/2023 for 2024, as well as 6 service dogs and 8 replacement tags, 0 transfer tag. |
| 2. | Hunting & Fishing Licenses | Sold 23 | Including 12 Saltwater Fishing Registry |
| 3. | Birth Certificates | Sold 10 | Sold 3 additional |
| 4. | Death Certificates | Sold 15 | Sold 60 additional |
| 5. | Marriage Certificates | Sold 13 | Sold 10 additional |
| 6. | Marriage Licenses | Sold 11 | |
| 7. | Disposition Permits / Burial Permits | Sold 5 | |
| 8. | Horse Permits | Sold 0 | Permits started October 1 st and ended March 31 st , 2024. |
| 9. | Parking Permits | Sold 167 | Parking Permits start May 1 st and go through Labor Day. Sold 11 resident \$50 permits; 19 resident \$75 permits; 6 non-resident \$150 permits; 4 non-resident \$300 permits; 127 \$50 temporary permits. |
| 10. | Special Event Permits | 2 and 0 amendments | Processed 0 Wedding Permit applications and 1 bonfire permits. |
| 11. | Notary Public Service | 21 | Processed 21 |
| 12. | Freedom of Access Act | 0 | Processed 3 request(s) for information. |
| 13. | Virtual Town Hall | | Working with staff on new website. |
| 14. | Miscellaneous | | July 11 th Town Clerk attended training via ZOOM. July 15 th Town Clerk and Deputies attended ZOOM training on new statewide dog licensing program.; Town Clerk attended ZOOM Vital Records training on July 17 th , 24 th and 31 st . |
| 15. | DBA's | Recorded 1 | Recorded 1 and 0 amendment |
| 16. | Vital Records | | Vital Records are processed through the State's website as they occur. |
| 17. | Board/Committee/Town Council | | Processed 8 |

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| | agendas | | |
| 18. | Public Hearings | | Processed 2 |
| 19. | Bids | | Processed 0 and 0 addendum (placed on website) |
| 20. | Elections | | Town Clerk attended Election Security Meeting in Augusta on July 30 th . Preparing for November 5 th Election. |
| 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. Scan in annual reports and place on website. |
| 24. | Town Council appointments/resignations | Processed 10 appointments/0 resignations | Processed re-appointments to various boards/committees. |
| 25. | Minutes | | Processed: 0 Administrative Board; 0 Ballpark Commission; 0 Board of Assessment Review; 0 Community Animal Watch; 0 Comprehensive Plan; 0 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 3 Planning Board; 0 Recreation Committee; 0 Recycling Committee; 0 Town Council; 0 Zoning Board of Appeals; 0 Board of Assessment Review; 0 Memorial Park Sub-Committee. |
| 26. | Voter Registration | Voters now have the option of registering to vote, changing their name or address at the Bureau of Motor Vehicles. We check the database daily for new/change of registrations. New for January is the ongoing absentee ballot | There were 41 new voters to Town from out-of-state or eligible to vote; 16 new voters from other municipalities in Maine; in addition, 17 voters changed their address within the Town; 2 voters had a name change; 8 voters changed their party; 0 voters were moved from inactive to active; 26 voters moved out of Town; 12 were cancelled, moved within State but didn't register in another Town; 2 voters moved out of State; 0 cancelled by SOS for being inactive for two general elections; 55 voters were removed as deceased; 0 voters moved to inactive; 1 voter moved out of town and |

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| | | process. Voters can also now register to vote or make changes online, and we check that daily, as well. | then moved back and re-registered in OOB; 3 voters requested to be removed from the voting list; 0 requested to be returned to the voting list after having been asked to be removed; 5 voters moved back from UOCAVA or changed status (out of country or military). 0 voters added/removed their P.O. Box. 0 E-911 address changes; Processed two (2) pages of Clean Election Act Contribution Pages for Craig Pendleton, Senate 31; processed 25 pages of nomination papers for Robert Kennedy Jr for President and 25 pages for Cornel West for President. |
| 27. | Pole Permits | | Processed 0 |
| 28. | Deaths | | Researched EDRS and Vital Records database and entered deaths in Access database and filed in books. |
| 29. | Oaths | | Administered oaths to various boards/committees and employees |
| 30. | Dedimus Justice | | Administered 2 oaths for a Notary; 0 for other State Boards or Maine organizations. |
| 31. | Courier/Portland Press Herald | | 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. |