

Town Clerk's Office Report—September+ 2024

	<i>Item</i>	<i>Status</i>	<i>Comments</i>
1	Dog Licenses	Registered 3 dogs, 0 transfer tags, 1 replacement, 0 service dogs	2024 registrations began October 15 th . We have registered 1,152 dogs starting 10/15/2023 for 2024, as well as 6 service dogs and 9 replacement tags, 0 transfer tag.
2.	Hunting & Fishing Licenses	Sold 3	Including 1 Saltwater Fishing Registry
3.	Birth Certificates	Sold 12	Sold 4 additional
4.	Death Certificates	Sold 10	Sold 41 additional
5.	Marriage Certificates	Sold 26	Sold 40 additional
6.	Marriage Licenses	Sold 15	
7.	Disposition Permits / Burial Permits	Sold 3	
8.	Horse Permits	Sold 0	Permits started October 1 st and ended March 31 st , 2024.
9.	Parking Permits	Sold 5	Parking Permits start May 1 st and go through Labor Day. Sold 0 resident \$50 permits; 0 resident \$75 permits; 0 non-resident \$150 permits; 0 non-resident \$300 permits; 5 \$50 temporary permits.
10.	Special Event Permits	0 and 0 amendments	Processed 0 Wedding Permit applications and 1 bonfire permits.
11.	Notary Public Service	11	Processed 11
12.	Freedom of Access Act	2	Processed 2 request(s) for information.
13.	Virtual Town Hall		Working with staff on new website.
14.	Miscellaneous		
15.	DBA's	Recorded 2	Recorded 2 and 0 amendment
16.	Vital Records		Vital Records are processed through the State's website as they occur.
17.	Board/Committee/Town Council agendas		Processed 7
18.	Public Hearings		Processed 0
19.	Bids		Processed 0 and 0 addendum (placed on

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			website)
20.	Elections		Town Clerk attended ZOOM Election Security Training September 3 rd ; attended a Election Class and Voter Registration class in Portland on September 11 th and 12; met with election wardens and department heads on emergency procedures September 25 th ; register students at the high school to vote on September 25 th ; Town Clerk and Deputy LoPresti did a Elections presentation at the Library on September 27 th .
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 2 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; 1 Conservation Commission; 0 Design Review Committee; 0 Finance Committee; 1 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.	There were 84 new voters to Town from out-of-state or eligible to vote; 79 new voters from other municipalities in Maine; in addition, 29 voters changed their address within the Town; 9 voters had a name change; 15 voters changed their party; 0 voters were moved from inactive to active; 104 voters moved out of Town; 9 were cancelled, moved within State but didn't register in another Town; 1 voter moved out of State; 0 cancelled by SOS for being inactive for

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		New for January is the ongoing absentee ballot process. Voters can also now register to vote or make changes online, and we check that daily, as well.	two general elections; 9 voters were removed as deceased; 0 voters moved to inactive; 1 voter moved out of town and then moved back and re-registered in OOB; 0 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; 12 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.
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 1 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.