

TO: Town Manager & Town Council
FROM: Linda Morrell, Town Clerk *Linda*
DATE: February 2, 2017
RE: Monthly Report for January 2017

The mission of the Town Clerk's Office is to ensure the towns permanent records are recorded and preserved. We prepare for and run elections striving to be professional, knowledgeable, and proficient. We are here to serve the residents and assist them with their daily business in a professional and courteous manner.

We licensed 168 on-line dogs and sold another 524 dog licenses to residents coming to Town Hall. I placed reminder ads in the local papers reminding residents that the \$25.00 late fee would start on February 1, and I also put it on Facebook. At the end of the day, January 31, we still had about 1,000 unlicensed dogs. My guess is that about a third of them has moved away or has died and the owners just neglected to tell us.

We finished our scanning for voter participation history for the November election and submitted our final reports to the Secretary of State's Office. We are now in the process of running a master voter list and using that against our card file to make sure we have those files in order and correct. This project will go into February.

I swore in our new Police Officer Jeffrey Ruth on January 9 in the Council Chambers with several Officers, the Police Chief and his family in attendance.

Vital Records in Augusta has developed a new on-line "Marriage" program and have started holding training classes. Judy Vance and I attended class in Westbrook on January 11. Rita Bernier and Donna Emerson attended a class on January 30 in Gray. The pilot test towns have not had very good things to say about it. The most discouraging has been the length of time it takes for a couple to fill out the 6 page marriage intention packet, and then the length of time it takes for the clerk to type it all into the marriage program. If you make an error and it is not caught right then, it takes a few steps to get back to make the correction. Those who have been using the program says it takes about 1 hour from start to finish with the couple standing there in front of you, and the Clerks are getting concerned with the fact that many couples come in just before they close and that could mean clerks are working up to an hour of overtime. There has been discussion of having either making marriage licenses by appointments only or stopping the process of marriages one hour before they close. I think we will have to come up with a plan as well.

Sales for December 2016:

ATV Registrations	4	Liquor Licenses	3	Recycle Bins	1
Auto Registrations	152	Marriage Licenses	3	Register Business Name	3
Boats	2	Marriages Performed	2	Rescue Payments	0
Burial Permits	20	Mass Gathering Permit	0	Scrap Metal	0
Certified Births	40	Mobile Food License	0	Snowmobiles	76
Certified Death	120	Motion Picture License	0	Special Amusement	1
Certified Marriage	18	Notary Services	2	Street Map sales	0
Coin-op License	7	One-Day Catering Perm	1	Street Opening Fees	1
Compost Bins	0	Park Fees	0	Street Sign/post/bracket	2
Concealed Weapon App	15	Pawnbroker's Permit	0	Tax Payments	6
Dog Licenses	524	Petition Certification	11	Trash Bags	6
Dogs Licenses On-Line	168	Photo Copy Fees	0	Trash Hauler's License	0
Dog Fines	3	Pole Location Permit	1	Victualer's Permit	1
Fax Fees	0	Public Hearing Fee	1	Victualer's - Summerfest	0
Genealogy Searches	0	Milfoil stickers	0	Voter List/Disc Fees	0
Home Solicitation Fee	0			Wrecker Rotation	1
Hunting/Fishing	122				