MEMO

TO:

Town Manager & Town Council

FROM:

Linda Morrell, Town Clerk

DATE:

4/14/2014

RE:

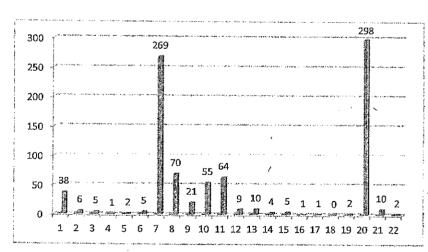
Monthly Report for March 2014

On March 2, Judy Vance and I attended the Democratic Caucus here at Town Hall. At their caucus, they nominated Election Clerks and they will need to be approved by Council in April.

On March 11th and 13th, we attended training for the new Legistar program. We went to a half-day training class on learning to draft a legislative file and a whole day of training on processing the minutes. I hope to be doing more with the Legistar program during the live Council meetings, which I think is going to take a little getting used to.

Clerk's March 2014 Sales:

certified births 38 certified marriages 6 marriage intentions 5 marriages performed 1 certified deaths 2 burial permits 5 auto reg 269 passport photos 70 concealed weapons 21 hunting/fishing 55 dog licenses 64 notary service 9 boat registrations 10 snowmobile reg 4 register business name 5 liquor license 1 victualer's license 1 special amusement lic. 0 town maps 2 tax payments 298 trash bags 10 atv's 2



number of sales for each service