

## *Monthly Report from the Town Clerk*

TO: Town Manager & Town Council  
FROM: Linda Morrell, Town Clerk *Linda*  
DATE: June 6, 2018  
RE: Monthly Report for April 2018

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.

Judy and I attended the mandatory Secretary of State's Conference on May 8 & 9 at Sunday River. We are required to attend this conference at least once in a two year period. Part of the Conference dealt with the Rank Choice Voting.

We trained in MUNIS for the new Auto Registration Program several days in May and then went live with the new program May 21. Things are going well, except for the occasional hiccup.

Judy and I had to attend the School's RSU #14 Annual Budget Meeting on May 23<sup>rd</sup> where they approved their \$46,034,669.28 annual budget.

Judy and I headed out on May 29 & May 30 to go absentee voting to the three licensed facilities in Windham that have 6 or more beds.

### Sales for May 2018:

ATV Registrations	23	Liquor Licenses	5	Recycle Bins	0
Auto Registrations	527	Marriage Licenses	14	Register Business Name	1
Boats	141	Marriages Performed	1	Rescue Payments	0
Burial Permits	14	Mass Gathering Permit	0	Scrap Metal	0
Certified Births	39	Mobile Food License	3	Snowmobiles	0
Certified Death	73	Motion Picture License	0	Special Amusement	1
Certified Marriage	18	Notary Services	15	Street Map sales	0
Coin-op License	0	One-Day Catering Perm	1	Street Opening Fees	9
Compost Bins	0	Park Fees	0	Street Sign/post/bracket	1
Concealed Weapon App	8	Pawnbroker's Permit	0	Tax Payments	70
Dog Licenses	79	Petition Certification	0	Trash Bags	6
Dogs Licenses On-Line	0	Photo Copy Fees	0	Waste Hauler's License	1
Dog Fines	1	Pole Location Permit	0	Victualer's Permit	44
Library Fines/Fees	0	Public Hearing Fee	0	Victualer's - Summerfest	9
Genealogy Searches	0	Milfoil stickers	2	Voter List/Disc Fees	0
Home Solicitation Fee	0			Wrecker Rotation	4
Hunting/Fishing	167				