

Monthly Report from the Town Clerk

TO: Town Manager & Town Council
FROM: Linda Morrell, Town Clerk *Linda*
DATE: April 5, 2018
RE: Monthly Report for March 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.

We continued to certify another 108 pages of nomination petitions for the various seats on the upcoming State Primary ballot. Judy Vance and I attended the Democrat Caucus on March 4 in Windham and the Libertarian Caucus on March 18 in Brunswick; this was their first caucus ever held.

This month I had my new Deputy Pam Cleaves attend two Motor Vehicle trainings in Augusta; she went with two other new employees. Pam also went to MMA in Augusta for a "New Clerk's" class.

I am working on the preparations for the June election. The state has required several forms be filled out and filed with them this month. I have reserved the Auxiliary Gym at the High School for setting up the day before and Election Day.

Sales for March 2018:

| | | | | | |
|-----------------------|-----|------------------------|-----|--------------------------|-----|
| ATV Registrations | 1 | Liquor Licenses | 1 | Recycle Bins | 4 |
| Auto Registrations | 497 | Marriage Licenses | 1 | Register Business Name | 1 |
| Boats | 21 | Marriages Performed | 0 | Rescue Payments | 3 |
| Burial Permits | 19 | Mass Gathering Permit | 0 | Scrap Metal | 0 |
| Certified Births | 25 | Mobile Food License | 0 | Snowmobiles | 9 |
| Certified Death | 43 | Motion Picture License | 0 | Special Amusement | 1 |
| Certified Marriage | 14 | Notary Services | 13 | Street Map sales | 0 |
| Coin-op License | 0 | One-Day Catering Perm | 0 | Street Opening Fees | 2 |
| Compost Bins | 0 | Park Fees | 0 | Street Sign/post/bracket | 0 |
| Concealed Weapon App | 13 | Pawnbroker's Permit | 0 | Tax Payments | 381 |
| Dog Licenses | 54 | Petition Certification | 108 | Trash Bags | 4 |
| Dogs Licenses On-Line | 0 | Photo Copy Fees | 0 | Waste Hauler's License | 0 |
| Dog Fines | 0 | Pole Location Permit | 0 | Victualer's Permit | 0 |
| Library Fines/Fees | 0 | Public Hearing Fee | 0 | Victualer's - Summerfest | 0 |
| Genealogy Searches | 0 | Milfoil stickers | 0 | Voter List/Disc Fees | 0 |
| Home Solicitation Fee | 0 | | | Wrecker Rotation | 0 |
| Hunting/Fishing | 56 | | | | |