

MEMO

TO: Town Manager & Town Council
FROM: Linda Morrell, Town Clerk *Linda*
DATE: August 29, 2014
RE: Monthly Report for July 2014

As part of the Town Clerk's mission of keeping the town's records, we keep a record of all licensed dogs in town to keep track of their rabies vaccinations and state licensing requirements. This month a new dog program was created in Access to replace our current program in Procis, which was not an easy program to work with.

This program is proving to be a success because it is doing everything we need it to do and with relative ease. It is a very user-friendly program.

In measuring our progress, we are aiming to have all card data loaded into the new program by October 15, as that is the day we can start selling the new 2015 dog licenses. We have approximately 2,000 dogs and that gives us twelve weeks to input the data with averaging 166 cards a week.

July Sales:

Birth Certificates	36	Notary Service	8
Marriage Certificates	35	Boats	52
Marriage Intentions	22	Milfoil stickers	3
Marriages performed	1	Liquor license	3
Death Certificates	42	Victualer's license	2
Burial permits	11	Home Solicitation	1
Passport photos	58	Recycle bins	2
Concealed Weapons permits	17	Trash bags	2
Register New Business	2	Compost Bins	1
Hunting/Fishing	91	Special Amusement Permit	0
Dog licenses	39	Wrecker Rotation	5
Impound fees	1	Street signs/posts	1
Impact fees	2	Property Taxes	13
Auto Registrations	338	Trash Hauler's License	2
ATV's	25	Street Maps	5