

MEMO

TO: Town Manager & Town Council  
FROM: Linda Morrell, Town Clerk *Linda*  
DATE: December 8, 2014  
RE: Monthly Report for November 2014

The mission of the Town Clerk's Office is to ensure the town's vital records, as well as other permanent records, are recorded and preserved. We are here to serve the residents in a helpful, courteous and professional manner.

Helping the public with their daily town office business, i.e. voter registration, dog licensing, processing vital records, business licenses, etc. and answering their questions is how we show success in the Clerk's Office.

Most people probably think that once the election is over we are finished with election duties and that would be so nice if it were true. The things we do after the election are numerous. We begin updating Election Day registrations and changes, and for this election, we had 611 new registrations; we have 2 weeks to do this. I file the official election results with the SOS's Office, this is a two-person job going over the tally sheets and machine tapes from election night to make sure all numbers were recorded correctly and then entering them into the SOS site; I have 2 days to do this. A week after the election we can unseal the incoming voting list and begin to enter the voter participation history; this is a 2 day process if we do not have many interruptions. The Registrar notifies the SOS after each of these tasks is completed. There were several people at the polls on Election Day collecting signatures, and they brought all of those petitions in to us to certify; they turned in 47 pages. Each petition topic has their own deadline, but we are supposed to give them a turn-a-round time as fast as we can. On occasion we may only have a day or two to get them done. All of those things took most of November to complete. We also printed and mailed 1,700 postcards out to dog owners as dog licenses expire on December 31<sup>st</sup>.

November Statistics:

Birth Certificates	16	Notary Service	6
Marriage Certificates	21	Boats	0
Marriage Intentions	4	Motion Picture	0
Marriages performed	1	Liquor license	2
Death Certificates	23	Victualer's license	1
Burial permits	7	Home Solicitation	0
Passport photos	27	Recycle bins	0
Concealed Weapons permits	14	Trash bags	1
Register New Business	1	Compost Bins	0
Hunting/Fishing	34	Special Amusement Permit	0
Dog licenses	159	Wrecker Rotation	3
On-line dogs	82	Driveway Openings	6
Impound fees	0	Street signs/posts	2
Pole Location	0	Property Taxes	5
Auto Registrations	146	Trash Hauler's License	0
ATV's	3	Street Maps	0
One Day Catering	1	Street Openings	1
Snowmobiles	6	Voter lists	0