

MEMO

TO: Town Manager & Town Council
FROM: Linda Morrell, Town Clerk
DATE: October 16, 2014
RE: Monthly Report for September 2014



MISSION:

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 public in a helpful, courteous and professional manner with their town hall business.

SUCCESS:

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.

MEASUREMENT:

Our goal of entering all of our dog records into our new Access Program was met early. We set a goal for October 15th, and we finished on October 3, transferring 1,659 dog owner records, but not every owner has only one dog, there are actually 2,272 dogs in Windham that had to have their own page created. It was a lot of work and most of the credit goes to Rita and Judy. It was a great summer/fall project that took 3 months to complete.

Election time is a very busy time in the Clerk's Office. Absentee voting starts 30 days prior to Election Day, and voting by absentee has become very popular over the last several years. The timeframe of a voter who comes to vote in person in the Clerk's Office at the counter is approximately 1 1/2 minutes, then they take their ballot to a booth and spend approximately 3-5 minutes voting. A voter who wants to take their ballot home, and usually one for a family member as well, spends an average of 5-7 minutes at the counter. A voter may sign out as many as five ballots for family members.

The life of a ballot that has been signed out of the Clerk's Office by the Voter:

1. We fill out an application and the voter signs and dates the form.
2. We fill out the absentee envelope and remind them to sign flap where highlighted.
3. We explain what they are receiving for ballots; whether they are 2-sided, if you can vote for more than one in any section and include instructions.
4. The application then is logged into the Central Voter Registration (CVR) system.
5. The application is filed alphabetically until the ballot is returned.
6. The ballot is delivered back by the voter or in the mail and it is dated and time stamped.
7. The application form is pulled and attached to the envelope.
8. Then we pull the person back up in the CVR, & fill in the "return" information.
9. The envelope is filed alphabetically in a bin that will be batched and sent to the polls for processing.

September Stats:

Birth Certificates	25	Notary Service	9	
Marriage Certificates	31	Boats	1	
Marriage Intentions	15	Motion Picture	0	
Marriages performed	1	Liquor license	1	Page 1 of 2

Death Certificates	29	Victualer's license	0
Burial permits	12	Home Solicitation	0
Passport photos	52	Recycle bins	4
Concealed Weapons permits	16	Trash bags	0
Register New Business	8	Compost Bins	0
Hunting/Fishing	63	Special Amusement Permit	0
Dog licenses	6	Wrecker Rotation	3
Impound fees	8	Street signs/posts	2
Pole Location	0	Property Taxes	194
Auto Registrations	242	Trash Hauler's License	0
ATV's	6	Street Maps	0
One Day Catering	1	Street Openings	3
Driveway Openings	5		