

Monthly Report from the Town Clerk

TO: Town Manager & Town Council

FROM: Linda Morrell, Town Clerk *Linda*

DATE: February 4, 2019

RE: Monthly Report for January 2019

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.

On Monday, January 7th I swore in our newest Police Officer Robert Hamilton. It was very nice to see all the support he had with his family, fellow officers and employees from the Parks & Rec office there. Robert used to work for Parks and Rec during the summer months when he was younger.

This month was still very busy with dog licensing. The staff spent quite a bit of time making phone calls letting them know the late fee would start on February 1st. We also ran another ad in the Windham Eagle. However, we still have a few hundred dogs that are still not licensed, and they will be paying \$25.00 extra per dog.

We are working on a project with our voter registration cards where each voter needs to have a bar code label run and attached to their card. We have 24 voter card file drawers, so this project will take a while as we only work on it when there is nothing else going on.

Sales for January 2019:

Burial Permits	14	Liquor License	3	Recycle Bins	0
Certified Births	32	Marriage License	1	Register Business Name	3
Certified Deaths	42	Marriages Performed	1	Rescue payments	0
Certified Marriage	22	Mass Gathering Permit	0	Scrap Metal	0
Coin-op License	15	Mobile Food License	0	Special Amusement	2
Concealed Weapon Apps	9	Motion Picture License	0	Street Map Sales	1
Dog Licenses	485	Notary Service	8	Street Opening Fees	5
Dog Licenses on-line	228	One-Day Catering permit	0	Street Sign/Post/Bracket	1
Dog Fines	0	Park Fees	0	Trash Bags	0
Genealogy Searches	0	Pawnbroker's Permit	0	Victualer's Permit	0
Home Solicitation Permit	1	Petition Certification	11 pages	Victualer's Summerfest	0
Hunting/Fishing Licenses	96	Photo Copy Fees	0	Voter List/Disc Fee	0
Library Fines	0	Pole Location Permit	1	Waste Hauler's License	0
		Public Hearing Fees	2	Wrecker Rotation	0

Helping Auto/Reg Tax Collection:

Autos	272
Taxes	28
Snowmobiles	92