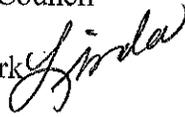


# Monthly Report from the Town Clerk

TO: Town Manager & Town Council

FROM: Linda Morrell, Town Clerk



DATE: February 7, 2018

RE: Monthly Report for January 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 had another big month for dog licensing. We licensed 853 dogs; this is including the 271 that people did on-line. We still have 627 unlicensed dogs, which will be subject to the \$25.00, per-dog, and late fee.

Two hundred and ten various petitions came in throughout the month that needed to be certified and photo copied before giving them back to the petitioner. All across the state Town Clerk Offices had to remain open until 5:00 p.m. on January 19<sup>th</sup> and January 29<sup>th</sup> to allow any stragglers to drop off their petitions. I stayed late both of those evenings and nobody showed up, but I was here if they did.

## Sales for January 2018:

ATV Registrations	1	Liquor Licenses	3	Recycle Bins	15
Auto Registrations	325	Marriage Licenses	7	Register Business Name	3
Boats	3	Marriages Performed	2	Rescue Payments	1
Burial Permits	14	Mass Gathering Permit	0	Scrap Metal	0
Certified Births	41	Mobile Food License	0	Snowmobiles	78
Certified Death	64	Motion Picture License	0	Special Amusement	1
Certified Marriage	20	Notary Services	15	Street Map sales	0
Coin-op License	8	One-Day Catering Perm	0	Street Opening Fees	0
Compost Bins	0	Park Fees	0	Street Sign/post/bracket	0
Concealed Weapon App	5	Pawnbroker's Permit	0	Tax Payments	18
Dog Licenses	555	Petition Certification	210	Trash Bags	5
Dogs Licenses On-Line	271	Photo Copy Fees	0	Waste Hauler's License	0
Dog Fines	1	Pole Location Permit	0	Victualer's Permit	1
Library Fines/Fees	0	Public Hearing Fee	2	Victualer's - Summerfest	0
Genealogy Searches	0	Milfoil stickers	0	Voter List/Disc Fees	0
Home Solicitation Fee	1			Wrecker Rotation	0
Hunting/Fishing	105				