

TO: Town Manager & Town Council
FROM: Linda Morrell, Town Clerk *Linda*
DATE: March 9, 2017
RE: Monthly Report for February 2017

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.

At the end of this month we still had 800 dogs on the books as unlicensed. We will start to call the owners in March to see if they are still living in Windham or if the dogs have passed away. I am sure that will reduce the list, and at the same time, bring in lots of "late" dog owners.

MUNIS training began this month. Judy and I attended 3 sessions with lots more to follow. I think this will be a good move for us, but a lot of training to get up to speed.

February is a short month and then with some snow storms thrown in there the month flew by. It seems our numbers for most everything was down this month.

Sales for February 2017:

ATV Registrations	0	Liquor Licenses	1	Recycle Bins	0
Auto Registrations	110	Marriage Licenses	2	Register Business Name	2
Boats	0	Marriages Performed	2	Rescue Payments	1
Burial Permits	11	Mass Gathering Permit	0	Scrap Metal	0
Certified Births	34	Mobile Food License	0	Snowmobiles	17
Certified Death	44	Motion Picture License	0	Special Amusement	0
Certified Marriage	7	Notary Services	5	Street Map sales	0
Coin-op License	0	One-Day Catering Perm	2	Street Opening Fees	6
Compost Bins	0	Park Fees	0	Street Sign/post/bracket	0
Concealed Weapon App	9	Pawnbroker's Permit	0	Tax Payments	10
Dog Licenses	61	Petition Certification	0	Trash Bags	0
Dogs Licenses On-Line	0	Photo Copy Fees	0	Trash Hauler's License	0
Dog Fines	1	Pole Location Permit	0	Victualer's Permit	0
Fax Fees	0	Public Hearing Fee	0	Victualer's - Summerfest	0
Genealogy Searches	2	Milfoil stickers	0	Voter List/Disc Fees	0
Home Solicitation Fee	0			Wrecker Rotation	0
Hunting/Fishing	30				