

TO: Town Manager & Town Council  
FROM: Linda Morrell, Town Clerk *Linda Morrell*  
DATE: September 11, 2017  
RE: Monthly Report for August 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.

Around the first of the month Sarah Crichton spent the morning in the Clerk's Office observing our day to day duties. I took her to the vault to show her where all the old records were kept and tried to explain a little bit about all the different tasks we perform in this office.

I ran an ad in the local paper saying that nomination papers would be made available on August 14<sup>th</sup> through September 25<sup>th</sup>. There will be quite a full ballot this November with two Council seats, two School Board seats, the Town Clerk seat, and the Portland Water District seat. I am working on preparing for the November election, trying to stay ahead of things.

LD 1384- An Act to Amend the Election Laws (submitted by the Secretary of State) passed in moving the filing deadline for municipal nomination petitions from the 45<sup>th</sup> day to the 60<sup>th</sup> day prior to the election, which will, in turn, require that the nomination papers be made available to aspiring candidates for circulation 100 days before the election. This will, hopefully, allow us to receive our municipal absentee ballots in time to be sent out with the state's absentee ballots starting 30 days before an election.

LD 1269-An Act To adjust the Procedure for Recounts in Certain Municipal Elections states for a recount of the results of an election for municipal office, the law is amended to require that a written request for a recount must be filed with the municipal clerk within 7 business days after the election. For a recount of the results of a referendum, a petition signed by 10% or 100 of the registered voters in the municipality, whichever is less, must be presented. Current law requires a recount petition to be signed by 10% or 100 whichever is less, of the persons whose names were checked on the voting list during the referendum.

**PSales for August 2017:**

|                       |     |                        |    |                          |    |
|-----------------------|-----|------------------------|----|--------------------------|----|
| ATV Registrations     | 20  | Liquor Licenses        | 2  | Recycle Bins             | 2  |
| Auto Registrations    | 634 | Marriage Licenses      | 19 | Register Business Name   | 3  |
| Boats                 | 14  | Marriages Performed    | 1  | Rescue Payments          | 0  |
| Burial Permits        | 13  | Mass Gathering Permit  | 0  | Scrap Metal              | 0  |
| Certified Births      | 28  | Mobile Food License    | 0  | Snowmobiles              | 0  |
| Certified Death       | 26  | Motion Picture License | 8  | Special Amusement        | 1  |
| Certified Marriage    | 26  | Notary Services        | 4  | Street Map sales         | 0  |
| Coin-op License       | 0   | One-Day Catering Perm  | 1  | Street Opening Fees      | 1  |
| Compost Bins          | 0   | Park Fees              | 0  | Street Sign/post/bracket | 0  |
| Concealed Weapon App  | 8   | Pawnbroker's Permit    | 0  | Tax Payments             | 10 |
| Dog Licenses          | 35  | Petition Certification | 0  | Trash Bags               | 0  |
| Dogs Licenses On-Line | 0   | Photo Copy Fees        | 0  | Waste Hauler's License   | 0  |
| Dog Fines             | 2   | Pole Location Permit   | 0  | Victualer's Permit       | 1  |
| Library Fines/Fees    | 1   | Public Hearing Fee     | 1  | Victualer's - Summerfest | 0  |
| Genealogy Searches    | 0   | Milfoil stickers       | 0  | Voter List/Disc Fees     | 0  |
| Home Solicitation Fee | 0   |                        |    | Wrecker Rotation         | 0  |
| Hunting/Fishing       | 67  |                        |    |                          |    |