

Monthly Report from the Town Clerk

TO: Town Manager & Town Council
FROM: Linda Morrell, Town Clerk *Linda*
DATE: November 13, 2018
RE: Monthly Report for September 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.

This month we had the deadline for candidates for the municipal ballot. The date was September 7th and at the end we had seven candidates for the two Council seats and the two School Board seats. I placed my order for my municipal ballots that day as well.

I swore in new Police Officer Alan LeBlanc on the morning of September 10 in the Council Chambers. That same day Without a Trace, a company that goes to businesses that are in need of shredding large quantities came and we were able to clean out all the old ballots from several years past.

On September 11 Judy Vance and I drove to Waterville to the Clerk's Networking Day and the MTCCA's Annual Business Meeting.


My Deputy Pam Cleaves attended a Class on Voter Registration in Portland and another on MOSES, which is through the Department of Inland Fisheries and Wildlife.

Sales for September 2018:

ATV Registrations	3	Liquor Licenses	2	Recycle Bins	0
Auto Registrations	377	Marriage Licenses	15	Register Business Name	4
Boats	3	Marriages Performed	0	Rescue Payments	0
Burial Permits	12	Mass Gathering Permit	0	Scrap Metal	0
Certified Births	43	Mobile Food License	0	Snowmobiles	0
Certified Death	52	Motion Picture License	0	Special Amusement	1
Certified Marriage	32	Notary Services	7	Street Map sales	0
Coin-op License	0	One-Day Catering Perm	0	Street Opening Fees	1
Compost Bins	0	Park Fees	0	Street Sign/post/bracket	3
Concealed Weapon App	6	Pawnbroker's Permit	0	Tax Payments	5
Dog Licenses	12	Petition Certification	0	Trash Bags	9
Dogs Licenses On-Line	0	Photo Copy Fees	0	Waste Hauler's License	0
Dog Fines	0	Pole Location Permit	1	Victualer's Permit	0
Library Fines/Fees	0	Public Hearing Fee	0	Victualer's - Summerfest	0
Genealogy Searches	0	Milfoil stickers	0	Voter List/Disc Fees	0
Home Solicitation Fee	0			Wrecker Rotation	0
Hunting/Fishing	24				

Monthly Report from the Town Clerk

TO: Town Manager & Town Council

FROM: Linda Morrell, Town Clerk 

DATE: November 28, 2018

RE: Monthly Report for October 2018

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On the second of October I awarded the Boston Post Cane to Hazel Gilman who is 100 years old. I am hoping she holds it for a few years.

Judy Vance and I attended the MMA Convention in Augusta and had all our state agencies give us much needed updates.

I swore in Interim Town Manager Don Gerrish on October 11.

I had a meeting with school personnel and Officer Andrew and Boudreau on October 19 on how we would handle crowd control on Election Day. On October 22 Judy and Pam headed out to do absentee voting at two of our state licensed facilities, and then headed out again on October 26 to finish up at Ledgewood Nursing Home. On October 29 Judy posted the notice of election in the five designated places around Windham. On October 30 I held my Election Worker's Workshop to give them all the updates and to train the new workers. That same night the Clerk's Office stayed open until 7:00 p.m. to allow voters to register to vote or to vote by absentee ballot. We tried to keep count of how many came in that night, but it got so busy we lost track.

Sales for October 2018:

ATV Registrations	5	Liquor Licenses	0	Recycle Bins	1
Auto Registrations	230	Marriage Licenses	11	Register Business Name	1
Boats	1	Marriages Performed	1	Rescue Payments	0
Burial Permits	19	Mass Gathering Permit	0	Scrap Metal	0
Certified Births	28	Mobile Food License	0	Snowmobiles	1
Certified Death	40	Motion Picture License	0	Special Amusement	0
Certified Marriage	41	Notary Services	2	Street Map sales	0
Coin-op License	0	One-Day Catering Perm	0	Street Opening Fees	2
Compost Bins	0	Park Fees	0	Street Sign/post/bracket	4
Concealed Weapon App	7	Pawnbroker's Permit	0	Tax Payments	199
Dog Licenses	92	Petition Certification	0	Trash Bags	3
Dogs Licenses On-Line	2	Photo Copy Fees	0	Waste Hauler's License	0
Dog Fines	0	Pole Location Permit	0	Victualer's Permit	0
Library Fines/Fees	0	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	48				