

Monthly Report from the Town Clerk

TO: Town Manager & Town Council
FROM: Linda Morrell, Town Clerk *Linda*
DATE: March 4, 2019
RE: Monthly Report for February 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.

I sat in on several interviews for the 24-hour position in Auto Registration this month. We found a good candidate, I believe.

I attended a Town Meeting & Title 30-A class in Portland. Two attorneys from MMA, along with the Clerk of Belfast taught the class. It is always good to have a refresher every few years. Having my Lifetime Certification, I am not mandated to take most of the classes offered anymore, but I feel that if you want to keep up with all the new laws and changes, you need to continue to take classes.

We collected \$1,200 in dog late fees this month, and licensed 67 new dogs. Pam Cleaves is doing a wonderful job in sending out follow-up letters after receiving the rabies certificates from the Animal Welfare Office in Augusta each quarter.

Sales for February 2019:

Burial Permits	14	Liquor License	1	Recycle Bins	0
Certified Births	25	Marriage License	4	Register Business Name	3
Certified Deaths	67	Marriages Performed	3	Rescue payments	0
Certified Marriage	10	Mass Gathering Permit	0	Scrap Metal	0
Coin-op License	0	Mobile Food License	0	Special Amusement	1
Concealed Weapon Apps	11	Motion Picture License	0	Street Map Sales	0
Dog Licenses	126	Notary Service	27	Street Opening Fees	1
Dog Licenses on-line	0	One-Day Catering permit	0	Street Sign/Post/Bracket	0
Dog Fines	0	Park Fees	0	Trash Bags	0
Genealogy Searches	0	Pawnbroker's Permit	0	Victualer's Permit	0
Home Solicitation Permit	0	Petition Certification	0	Victualer's Summerfest	0
Hunting/Fishing Licenses	51	Photo Copy Fees	0	Voter List/Disc Fee	0
Library Fines	0	Pole Location Permit	1	Waste Hauler's License	0
		Public Hearing Fees	0	Wrecker Rotation	0

Helping the Auto/Reg Tax Collection Department with:

Autos	308
Taxes	19
Snowmobiles	50
ATV's	1
Boats	3