

# Monthly Report from the Town Clerk

TO: Town Manager & Town Council

FROM: Linda Morrell, Town Clerk *Linda*

DATE: May 2, 2019

RE: Monthly Report for April 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.

Along with attending regular Council meetings, department head meetings and the budget workshop, Judy Vance and I attended the Truck Class given by the Maine Department of Motor Vehicle held at the Scarborough Town Office on April 11.

As of April 29, we have licensed 2,399 dogs. For the month we collected \$550.00 in late fees. We still have 479 unlicensed dogs from 2018, 231 unlicensed dogs from 2017 and 56 unlicensed dogs from 2016 that the ACO and the Clerk's Office are trying to track down by sending out letters and actually going to the residents of these people to see if they still are around and still have their dog. There were 13 Warnings issued and 1 Summons issued this month.

Once again birth certificate sales were up this month due to Kindergarten registrations but that should be winding down. There was a good number of boats registered this month and that will keep growing as it gets warmer.

## Sales for April 2019:

Burial Permits	19	Liquor License	3	Recycle Bins	0
Certified Births	59	Marriage License	5	Register Business Name	5
Certified Deaths	43	Marriages Performed	2	Rescue payments	0
Certified Marriage	17	Mass Gathering Permit	0	Scrap Metal	1
Coin-op License	0	Mobile Food License	1	Special Amusement	1
Concealed Weapon Apps	11	Motion Picture License	0	Street Map Sales	0
Dog Licenses	63	Notary Service	15	Street Opening Fees	1
Dog Licenses on-line	0	One-Day Catering permit	1	Street Sign/Post/Bracket	0
Dog Fines/Impds/Late	22	Park Fees	0	Trash Bags	0
Genealogy Searches	0	Pawnbroker's Permit	0	Victualer's Permit	25
Home Solicitation Permit	0	Petition Certification	0	Victualer's Summerfest	1
Hunting/Fishing Licenses	87	Photo Copy Fees	0	Voter List/Disc Fee	0
Library Fines	0	Pole Location Permit	0	Waste Hauler's License	0
		Public Hearing Fees	0	Wrecker Rotation	3

## In helping the Auto/Reg & Tax Collection Department the Clerk's Office did:

Autos	557
Taxes	237
Snowmobiles	1
ATV's	2
Boats	75