


Monthly Report from the Town Clerk

TO: Town Manager & Town Council
FROM: Linda Morrell, Town Clerk 
DATE: August 5, 2019
RE: Monthly Report for July 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.

On Friday, July 12th Rita Bernier retired after working 32 years in the Town Clerk's Office. Rita was Clerk from 1987 to 2001. She retired in June of 2001 and traveled that summer, then she came back in the fall to work part-time as my Deputy Clerk. I have to say it is very strange not seeing Rita in the office, but her days are filled doing things she loves.

July is vacation month, so we are never fully staffed, and things seem a bit more hectic. Nomination papers became available on July 29th, and I had two people take papers out that first day.

I am off and running in working on the November election. The SOS's office has already started mailing out our monthly packets with lists of things that need our attention.

Sales for July 2019:

Burial Permits	12	Liquor License	3	Recycle Bins	0
Certified Births	38	Marriage License	8	Register Business Name	2
Certified Deaths	35	Marriages Performed	3	Rescue payments	0
Certified Marriage	25	Mass Gathering Permit	0	Scrap Metal	0
Coin-op License	0	Mobile Food License	0	Special Amusement	0
Concealed Weapon Apps	7	Motion Picture License	0	Street Map Sales	0
Dog Licenses	97	Notary Service	22	Street Opening Fees	0
Dog Licenses on-line	0	One-Day Catering permit	1	Street Sign/Post/Bracket	0
Dog Fines/Impound/Late	40 late	Park Fees	0	Trash Bags	0
Genealogy Searches	1	Pawnbroker's Permit	0	Victualer's Permit	0
Home Solicitation Permit	1	Petition Certification	0	Victualer's Summerfest	0
Hunting/Fishing Licenses	65	Photocopy 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

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

Autos	448
Taxes	35
Snowmobiles	0
ATV's	33
Boats	58