


Monthly Report from the Town Clerk

TO: Town Manager & Town Council

FROM: Linda Morrell, Town Clerk 

DATE: February 14, 2020

RE: Monthly Report for January 2020

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.

We held a Notary Class here at Town Hall, and we had 3 attend from the Clerk's Office and Tax Collection Office, along with 4 from other Town Offices, it worked out great.

On Friday January 24 the Clerk's Office was required to stay open until 5:00 p.m. to accept citizen initiative petitions that might be dropped off for certification by that night's deadline. I stayed but no one came by.

We licensed 880 dogs by in-person and on-line. Pam and Stephanie took on the job of doing all the on-line dog licenses, and it would usually take the whole morning each day to get them done. It is quite a process; it is much easier on us if the people come in, but it is much more convenient for the dog owner if our hours of operation are not convenient for them.

Our absentee ballots came in so we started filling all the requests voters had sent to us ahead of time, and we set a voting booth up in the hallway so people could start voting right here or filling out applications so they could take their ballots home.

Sales for January 2020:

Burial Permits	17	Liquor License	2	Recycle Bins	0
Certified Births	46	Marriage License	4	Register Business Name	3
Certified Deaths	70	Marriages Performed	3	Rescue payments	0
Certified Marriage	16	Mass Gathering Permit	0	Scrap Metal	0
Coin-op License	4	Mobile Food License	0	Special Amusement	2
Concealed Weapon Apps	9	Motion Picture License	0	Street Map Sales	0
Dog Licenses	604	Notary Service	18	Street Opening Fees	0
Dog Licenses on-line	276	One-Day Catering permit	0	Street Sign/Post/Bracket	0
Impound/Late	Late 13	Park Fees	0	Trash Bags	0
Genealogy Searches	0	Pawnbroker's Permit	0	Victualer's Permit	0
Home Solicitation Permit	0	Petition Certification	244	Victualer's Summerfest	0
Hunting/Fishing Licenses	116	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	320
Taxes	17
Snowmobiles	128
ATV's	3
Boats	2