


Monthly Report from the Town Clerk

TO: Town Manager & Town Council
FROM: Linda Morrell, Town Clerk 
DATE: January 15, 2021
RE: Reporting October through December 2020

Reporting on the highlights of the last three months with things that happened in the Town Clerk's Office:

October:

- We worked until 7:00 p.m. almost every night the whole month of October just to keep up with the absentee ballot requests and the ballots being returned. I also hired a couple of my election workers to help us, along with 1 to 3 staff members nightly from Auto Registration.
- Met with Officer Andrew to work out logistics and communication at the polls.
- Had a Cumberland County Clerks meeting on Zoom with Julie Flynn Deputy Secretary of State as our speaker. She spoke about the November 3rd election.
- Met with my Warden Yvonne Myer to go over her duties for Election Day.
- We stayed open to the public on October 30 until 7:00 p.m. to allow people to register to vote and vote absentee.
- Performed two weddings.

November:

- On November 2 we spent 3 hours at the high school setting up the polls. There were 7 of us along with a few maintenance guys. We had to tape the floors with 6-foot marks inside the gym, outside in the hallways and outdoors; this took quite a bit of time. We split up the gym and created two polling places to be able to accommodate more voters due to the 50-person limit.
- Election day went very well, and we only had long lines at the beginning and during the supper hour. People were great and everyone wore masks and had patience.
- After the election we had to add all of the new registrations, name changes and address changes into the State's Central Voter Registration System. We had 14,333 registered voters at the start of Election Day, and we had 11,600 people vote either in person or by absentee, which resulted in 81% voter turnout! We also broke our absentee voting record, we had 8,690 people vote by absentee twice as many compared to November 2016.
- We continued to have MUNIS training classes for the new Business License Program.
- We mailed out almost 2,50 4x6 postcards to dog owners reminding them to relicense their dogs.
- Performed one wedding.

December:

- Had our final training day on December 5th with MUNIS for the Business License Program and then we went live with the new program.
- We captured the voter participation history in the CVR for everyone who voted on Election Day by using bar code scanners for each and every voter who participated in the election.
- We were able to file all of the new voter registration cards from Election Day.
- We are continuing to work on our Procedure's Manual for the Clerk's Office.
- Performed 4 weddings.