


Quarterly Report from the Town Clerk

TO: Town Manager & Town Council
FROM: Linda Morrell, Town Clerk 
DATE: October 6, 2021
RE: Report for July, August & September 2021

Reporting on the highlights of the last three months on things that took place other than the day-to-day activities.

July:

- Captured voter participation history for those who voted on June 8, 2021.
- One staff member attended a Motor Vehicle Class.
- I swore a new Windham Police Officer in up in the Council Chambers, and there were family and several Officers in attendance.
- We performed three wedding ceremonies at Town Hall.
- Several staff members took vacation time.
- ES&S – Election Systems & Software came and cleaned all of my voting machines. This is done once a year and is paid for by the SOS's Office.
- I ran an ad in the Windham Eagle announcing when Nomination papers would become available, which was Monday, July 26, 2021, for the open seats in November.

August:

- I swore in another Windham Police Officer up in the Council Chambers.
- We performed two wedding ceremonies.
- We had nine candidates return nomination papers for the November 2 election. They all received their candidate packets and they turned in their candidate registration forms.
- Several staff members took vacation time.

September:

- Nominations papers were due by 4:00 on September 3. We had nine candidates for the November ballot.
- I created the Municipal ballot, sent it off to ES&S, got the proof back, approved it and placed the order for my absentee ballots and election day ballots.
- I reserved the Auxiliary Gym at the High School for the election.
- There was only one wedding ceremony held at town hall this month.
- Stephanie and I attended a Munis Business Licensing class and all of us attended a Tax & Motor Vehicle Munis training class to learn about the new updates.
- My three Deputies and I attended the annual meeting of the Cumberland County Clerk's Association up at Migis Lodge in Casco. Julie Flynn Deputy Secretary of State was our speaker for the evening.
- We wrapped up the Marijuana renewal applications that were due to expire on September 22nd. That was quite a process but definitely a lot easier than our first time with them last year!