

Town Clerk

Well, we finished our first full year at the town hall. Most folks are getting into the swing of things and managing to get here when I have office hours. Change is hard. Speaking of change, check the bottom of this report, as I am discontinuing Wednesday window hours.

We cannot adopt the way of living that was satisfactory a hundred years ago. The world in which we live has changed, and we must change with it. Felix Adler

This year I have started to develop a Disaster Preparedness Plan for town records. It is a time consuming process, but I will eventually finish it. I am using (free) internet software provided by the Northeast Document Conservation Center.

I am still working with Dr. Douglas Teschner, Assistant Secretary of State in the Vitals Preservation Grant. This year they provided us with a dehumidifier/air conditioner. Also, we have started planning the preservation and microfilming of our last two books by Browns River. You may remember that in the past, you paid for the preservation of the other books. This grant money is being supplied by the State. It is the monies they have collected over the years from marriage, birth and death certificates.

Vital Statistics for Shelburne 2007

Resident Births	4
Resident Deaths	4
Resident Marriages	2

Speaking of vitals, Civil Unions were signed into law and will become effective on January 1st, 2008. Come into the office if you need any information.

Another project for this year is the technical data for the 2010 census. Jo and I started working on it during the last week of 2007.

We spent December getting ready for the Presidential Primary. We have three more elections to look forward to in 2008. Don't forget, if you are "Undeclared", and you want to remain "Undeclared" you must see the Supervisors of the Checklist after you vote and request to be put back on the "Undeclared" list. You also must sign a card or list that the supervisors have made available to you. Otherwise, you will become a member of the party in which you voted.

Most of our (Town Office) duties are driven by state statute. In other words "we don't make the laws, we administer them." Other responsibilities are a result of custom, such as receiving telephone inquiries dealing with anything from titles, registrations, marriage licenses, dog licenses, taxes, assessments, cell towers, elections, etc. It is often the clerk's/deputy's job (or Town Office employee) to help the public find answers.

The Town Clerk/Deputy is the receiver and recorder of the town's archives, and is charged with preservation of town records. The office is responsible for:

- administration of all elections
- recording proceedings of annual and special meetings
- recording of land records including deeds, mortgages, liens, surveys, and other legal documents
- filing, indexing and certification of all vital records including births, deaths, marriages, and civil unions
- motor vehicle titles and registrations
- issuing of licenses including dogs, marriage and civil unions

New items:

A “drop box” will be available on the front porch of the town office (not the library). It is there for you to drop off items rather than use the mailbox.

Reminders:

Dog Licenses are due April 30th, with a \$1 a month fine and a \$25 penalty on June 1st. Don't forget to bring in your new rabies certificate, I will copy it and keep it on file for you.

Registrations are due any time during the month of your birth. Renewals can be done up to three months in advance (for you travelers out there).

You can register to vote at the town clerk's office any time during the year.

Town Clerk hours will be as follows:

Tuesdays 11am – 3pm

Thursdays 3pm – 6pm

I am keeping my hours short in an effort to save tax dollars. Also, I have kept track of activity each day for the past two years, and there was very little activity on Wednesdays.

Sue Waddington, Town Clerk