

**TOWN CLERK'S OFFICE**  
Kathleen Babeu, CMC Town Clerk

**Operation Overview:**

The Town Clerk serves as the chief election official and is responsible for the general conduct for all elections including voter registration, absentee ballots, preparation of ballots, coordinating & preparation the high school polling place, voting equipment, voter lists, certification of nomination papers, state initiative petitions, and reporting official election results to the Maine Secretary of State's office.

The Town Clerk is the keeper of the public record, for the past and the present. The Clerk/Customer Service area is responsible for issuing state licenses & permits, including marriage licenses, hunting, fishing, dogs & recording vital records. The Town Clerk provides administrative support to the Town Manager, Town Council and various boards/committees, provides information and notices on the website to the public, legal notices in the newspapers, records and certifies all official actions of the town, including Town Council meetings & keeps the Town Seal. Preservation of municipal archival records, record book restorations, recording of vital statistics, including annual births, marriages and deaths is an important function of the office. The Town Clerk updates monthly the Code of Ordinance, tracks board and committee action, appointments & resignations, issues catering licenses, annual victualer's licenses, liquor licenses. In supporting the Human Service Committee works with the various local social service agencies regarding funding requests.

The Town Clerk administers the oath of office to all elected & appointed members of committees. Board/Committee members & the "Citizen of the Year" are recognized at the Annual Municipal Banquet coordinated within the office of the Clerk.

2008 Elections

In addition to the daily/monthly functions listed above, 2008 is the year of "The Election". Preparation includes maintenance and updating of the State CVR (Centralized Voter Registration System). Kathleen coordinates and maintains this effort with the part time assistance of 2 Deputy Registrars during the busy election times. Betsy-Jo Whitcomb and Jane Miller assist with absentee voting in Council Chambers and certifying of the numerous petitions submitted to the office.

Feb.: Republican & Democratic Caucus  
May: Budget Validation Referendum Election  
June: State Ref/Primary/Municipal Election  
Oct.: School Construction Vote  
Nov.: General/RSU Election  
Feb. 09: Potential election if RSU voted "up"