



## **Falmouth Town Clerk's Department**

Ellen Planer, Town Clerk, Deputy Tax Collector, Welfare Administrator  
Carol Kloth, Deputy Town Clerk  
Julie Shreves, Bureau of Motor Vehicles Agent  
Sally Pierce, Inland Fisheries and Wildlife Agent

### **Purpose:**

To provide Falmouth citizens and visitors friendly and efficient customer service with the convenience of combined finance and clerk functions.

### **Department Operations:**

- Issues permits and licenses and maintains records for the State
- Recording, maintenance and preservation of vital records (birth, death and marriage), Town Meetings and other official municipal documents
- Record retention and destruction
- Collection of excise, personal and real estate taxes
- Prepares and researches all tax liens, foreclosures and lien discharges
- Supervises and coordinates all elections, absentee voting, voter registration and petition certification
- Information center for public notices, ordinances and general information
- Notary Public Services
- Administers General Assistance program
- Genealogical Research
- Staff Liaison to the Appointment Committee, Human Service Committee and the Voter Registration Board of Appeals

### **2010- 2011 Proposed Projects:**

- Apply retention schedule to existing stored records
- Organize and evaluate current procedures for the preservation old records
- Continue cross training all employees in finance and clerk functions
- Increase current fee schedule
- Implement a General Assistance Workfare program