



Falmouth Town Clerk's Department

Ellen Planer, Town Clerk, Deputy Tax Collector, Welfare Administrator

Linda Case, Deputy Town Clerk

Julie Shreves, Excise Clerk and Bureau of Motor Vehicles Agent

Carol Kloth, Excise Clerk and 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

2012- 2013 Proposed Projects:

- Organize and evaluate current procedures for the preservation of old records
- Continue cross training all employees in finance and clerk functions