



Falmouth Town Clerk's Department

Ellen Planer, Town Clerk
Linda Case, Deputy Town Clerk
Julie Shreves, Excise Clerk and Bureau of Motor Vehicles Agent
Kim Getchell, 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

Current Projects:

Continue to organize and preserve old records.

- Creation of written procedures for guidance and future record storage
- Create a searchable index for existing records
- Maximize new office and vault space