

# Town Clerk

*The Town Clerk's Office is your "doorway" to local government. In addition to issuing licenses of all kinds, we are usually the first stop for anyone with a question about local government.*

*Janet L. Donohue*

## Responsibilities

- attends and prepares minutes of all Town Board meetings. Minutes of all other Town of Lewisboro boards and committees are filed with the Town Clerk.
- as Records Management Officer maintains all records of the Town and as Records Access Officer responds to all requests under Freedom of Information Laws.
- as Registrar of Vital Statistics maintains records for all birth and deaths which occur in Town, issues marriage licenses, and maintains genealogical records of births, deaths and marriages.
- assists in local elections and is the liaison with the Board of Elections.
- issues licenses and permits for peddling and soliciting, video games, collection of refuse, bingo, alcoholic consumption in public places, accessible parking permits, the use of community houses, hunting and fishing licenses, movie and commercial filming and dog licenses.
- approves all bills submitted for payment to the Town of Lewisboro.
- sells cemetery plots in the South Salem, Beck Hill and Reynolds Cemetery.
- handles dog complaints and the Dog Control Officer works under the jurisdiction of the Town Clerk.

- is a Notary Public for residents of Lewisboro. **PLEASE NOTE THAT WE CANNOT NOTARIZE WILLS AND CANNOT PROVIDE WITNESSES. BY APPOINTMENT ONLY.** Please call the office at 763-3511.
- designed and maintains the town's website
- yearly fee schedule.
- do not knock registry form.
- E-Z Pass retailer



Janet Donohue  
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Jennifer Caviola  
Deputy Town Clerk - [Webmaster](#)